

Notice of Collection, Use, and Disclosure of Student Personal Information

The University of Calgary (“UCalgary”) respects your privacy and is committed to ensuring the privacy of all students, staff, and community members. UCalgary’s collection, use, and disclosure of your personal information is authorized by Alberta’s *Post Secondary Learning Act* (“PSLA”) and Alberta’s *Freedom of Information and Protection of Privacy Act* (“FOIP”). It will be managed in accordance with UCalgary’s [Privacy Policy](#) and as outlined below.

If you have questions regarding this notice or the collection, use, or disclosure of your personal information, please contact:

FOIP Office, UCalgary Legal Services
Administration Building, ADM 111
2500 UCalgary Drive NW, Calgary, AB, T2N 1N4
Email: foip@ucalgary.ca

1. Collection of Student Personal Information

Student personal information is collected under the authority of section 65(a) of the PSLA and section 33(c) of FOIP, which authorizes UCalgary to collect personal information directly related to and necessary for its operating programs or activities. This includes for the following purposes:

- a) for administering UCalgary’s academic undergraduate, graduate, post-graduate, and continuing education programs in accordance with the UCalgary [Academic Calendar and Regulations](#), including for recruitment, admissions, registration, scheduling, managing classroom settings, academic evaluation and progression, graduation and convocation, and managing student tuition, fees, financial assistance, student loans, awards, grants, scholarships and bursaries, or overseeing student conduct and discipline under UCalgary’s [Code of Conduct](#), [Student Academic Misconduct Policy](#) or [Student Non-Academic Misconduct Policy](#);
- b) for administering UCalgary’s student programs and services, including athletic, fitness and recreational programs and services, student health and wellness services, student academic and career development services, student accessibility services, student ombuds services, student sexual violence support, international student support, and administering or facilitating the operation of student clubs, societies, and associations, including the UCalgary Students’ Union and Graduate Students’ Association;
- c) for administering UCalgary’s central and ancillary programs and services, including information technology and computing support services, libraries and cultural resources, print and copy services, campus parking and transportation services, operating the U-Pass program with the City of Calgary, UCalgary accommodations and events, residence services, food services, and for operating the UCalgary Unicaard program;

- d) for ensuring the health, safety, and security of all UCalgary students, staff and other community members on campus, including to monitor and detect suspicious or criminal activity (through the use of Closed Circuit Television Cameras or other means) and to respond in a timely and effective manner, or for the purpose of ensuring a healthy, safe and respectful working, learning and living environment, in accordance with Alberta's *Occupational Health and Safety Code* and UCalgary's [Workplace Violence Policy](#) and [Student-At-Risk Policy](#);
- e) for administering UCalgary's research program, including for the purpose of complying with funding and reporting requirements made by external regulatory, funding, or granting agencies, and for the purposes of conducting research security due diligence review and assessment;
- f) for administering UCalgary's compliance programs, including for the purpose of ensuring compliance with regulatory obligations relating to international sanctions, export controls, and controlled goods, and for audit and verification purposes;
- g) for administering UCalgary's equity, diversity, inclusion and accessibility ("EDI") programs, including helping to understand the demographic composition of UCalgary's student body and campus community, to identify and ameliorate any inequities that may impede access to equitable pathways and success, to measure progress towards building an equitable and inclusive campus, support in the development and review of targeted programs and initiatives designed to ameliorate inequities, to support evidence-based decision making and EDI people practices, to identify patterns and trends in enrolment, recruitment, retention, or advancement, to address barriers that may impede an individual's academic, scholarly or career success on campus, and to inform EDI-related policies, practices, programs, and strategies;
- h) for administering UCalgary's alumni engagement and development programs, including UCalgary charitable or fundraising activities, and for contacting students regarding career guidance, educational opportunities, volunteer opportunities, networking events, award programs, social activities, surveys, and other alumni-related programs and services; or
- i) for the purpose of institutional analysis and evaluating the success or effectiveness of any UCalgary program or activity and for program development, quality assurance and quality improvement purposes.

Student personal information is also being collected under the authority of section 33(a) of FOIP, which authorizes UCalgary to collect personal information under federal or provincial law. This may include under the authority of the following statutes or regulations:

- a) the *Income Tax Act* (Canada) and *Income Tax Regulation*;
- b) the *Statistics Act* (Canada); or
- c) any other enactment of Alberta or Canada authorizing the collection of personal information.

2. Use and Disclosure of Student Personal Information

UCalgary will only use or disclose your personal information:

- a) with your express consent in accordance with section 39(1)(a) or 40(1)(d) of FOIP;

- b) for the purpose for which it was collected, as outlined above, or for a use consistent with that purpose in accordance with section 39(1)(a) or 40(1)(c) of FOIP; or
- c) as otherwise permitted under FOIP.

Examples of common forms of use or disclosure consistent with the purposes outlined above, or as otherwise permitted under FOIP, may include:

- a) use or disclosure of student names, dates of registration, faculty or program of registration, degree(s)/diplomas(s) awarded, convocation dates or attendance at or participation in public events of activities related to UCalgary in accordance with UCalgary's [Privacy Policy](#);
- b) use or disclosure of student names, phone numbers and UCalgary email addresses for the purposes of contacting students regarding UCalgary programs and activities consistent with the purposes outlined above and in accordance with Canadian Anti-Spam Legislation ("CASL");
- c) use or disclosure of student names and UCalgary email addresses to other members of the same course or program for the purpose of course activities, including but not limited to attendance taking, topic assignments, group work organization, classroom participation, facilitating course-based discussions, and coordinating tutorials;
- d) use or disclosure of student personal information to administer programs or activities with third-party contractors or agents responsible for the provision of certain UCalgary programs or services, such as the City of Calgary to administer the U-Pass program, and for the purpose of providing information technology and computing support services and access to learning management systems, such as Desire2Learn ("D2L");
- e) use or disclosure of student personal information to administer academic programs or activities with other educational institutions or affiliates, including but not limited to joint degree/diploma programs, practicum placements, clinical placements or rotations (including with Alberta Health Services), exchanges or other academic or work-integrated learning programs or activities;
- f) disclosure of student personal information to third parties for funding or audit purposes, such as award donors, government funding or granting agencies, other governmental, educational or financial institutions for student enrollment confirmation and verification, student loan administration companies for processing loan documents, and collection agencies for handling outstanding accounts;
- g) disclosure of student personal information to student clubs, societies or associations, including the UCalgary Students' Union and Graduate Students' Association, under information sharing agreements for the purpose of administering their programs and activities, including participation in membership and elections, administration, student benefit plans, and other related activities;
- h) use or disclosure of student personal information to ensure the health, safety, and security of students, staff and other community members on campus, in accordance Alberta's *Occupational Health and Safety Code*, UCalgary's [Workplace Violence Policy](#) and [Student-At-Risk Policy](#), or for disciplinary purposes under UCalgary's [Code of Conduct](#), [Student Academic Misconduct Policy](#) or [Student Non-Academic Misconduct Policy](#);

- i) disclosure of student personal information as required by law or pursuant to a court order, summons, or subpoena, including to the Ministry of Advanced Education as may be required under the PSLA or other statute or regulation, to Statistics Canada as may be required under the *Statistics Act* (Canada) or regulations, or as may be required by a professional licensing and certification body and otherwise permitted under FOIP; or
- j) disclosure of student personal information to external third-party survey agencies (e.g., the National Survey of Student Engagement) for the purpose of conducting surveys related to a UCalgary operating program or activity, for the purpose of institutional analysis and evaluating the success or effectiveness of any UCalgary program or activity, and for program development, quality assurance and quality improvement purposes.

3. Confidentiality, Storage, and Access

We recognize the sensitive nature of your personal information and are committed to the protection of your privacy. UCalgary therefore commits to the following privacy best practices with respect to your personal information:

- a) UCalgary will make reasonable security arrangements against such risks as unauthorized access to, collection, use, disclosure, or destruction of your personal information in accordance with section 38 of FOIP;
- b) UCalgary will only collect your personal information directly from you, unless otherwise permitted by law or under section 34 of FOIP;
- c) UCalgary will limit access to your personal information to those staff members who reasonably require access to the information to perform their specific job function;
- d) UCalgary may use identifiable personal information to produce de-identified documents or reports that will be shared with the broader UCalgary community consistent with the purposes outlined above, or for the purpose of academic research, and provided that reporting in this manner will not allow for individuals to be identified;
- e) UCalgary may input, disclose or otherwise provide your personal information, in either an identifiable or de-identifiable form, to an artificial intelligence tool provided such use is consistent with the purposes outlined above, and only in accordance with FOIP and UCalgary policies and operating standards relating to the acceptable use of artificial intelligence tools;
- f) UCalgary may share identifiable or de-identified personal information for a research or statistical purposes consistent with the requirements of section 42 of FOIP;
- g) UCalgary will secure and retain your personal information and any de-identified reports until outdated, or required to be destroyed by law, whichever is earlier, and may use this information for quality assurance and improvement purposes and for long-term institutional reporting and analysis to support ongoing or future UCalgary programs and activities; and
- h) UCalgary will retain your personal information for the duration required for the intended purpose or any subsequent activities related to those purposes or as otherwise permitted under FOIP, and will retain all records in accordance with FOIP and, where applicable, the UCalgary [Master Records Retention Schedule](#) (“MaRRS”).