

<b>Policy Title:</b>	Access to Student Information, Third Party		
<b>Category:</b>	<input type="checkbox"/> Institutional - Board	<input checked="" type="checkbox"/> Academic - Administrative	
	<input type="checkbox"/> Institutional - Administrative	<input type="checkbox"/> Employment - Administrative	
<b>Approved by:</b>	<input type="checkbox"/> Board	<input checked="" type="checkbox"/> President	
<b>Date approved:</b>	August 30, 2018	<b>Effective date:</b>	August 30, 2018
<b>Policy Sponsor:</b>	Vice President, Administration & Finance	<b>Date last reviewed:</b>	August 30, 2018
<b>Date of Mandatory Review (expiry date)</b>	June 2023	<b>Date of last revision of Procedures</b>	N/A

## 1 POLICY

Access to applicant or student information by a third party is prohibited except where signed consent from the applicant or student is provided, or as required by law.

The signed consent will allow for access to information but cannot authorize the delegation to make decisions on behalf of the applicant or student to a third party.

## 2 PURPOSE

To protect student and/or applicant information.

## 3 SCOPE

Persons external to CMCC, or those internal not directly involved in the academic program.

## 4 INFORMATION AND COMPLIANCE PLANS (not a comprehensive list)

As an example, a student may authorize in writing that a parent, spouse or partner may receive the grades of the student or to obtain the status of a student enrolled at CMCC.

The authorization cannot be used for the purposes of the parent, spouse or partner making decisions with respect to such matters as appeals or financial arrangements without the student's signed consent, or as required by law.

## 5 RELATED POLICIES (not a comprehensive list)

- Privacy

## 6 DEFINITIONS

N/A

**New Policy Approved (date):**

October 23, 2008

**Policy Revision History (dates):**

June 29, 2017

August 30, 2018

-----END OF POLICY-----

**7 PROCEDURES**

N/A

**New Procedure Approved (date):**

**Procedure Revision History (dates):**

**8 ATTACHMENTS**

None