

## NOTICE OF COLLECTION to students and employees of Laurentian University

Laurentian University (the University) collects and uses personal information of students, employees, alumni and other parties, under the authority of the *The Laurentian University of Sudbury Act, 1960*. Personal information collected is needed by the University and used for the purposes of executing various functions and activities related to:

Recruitment, administration, admissions, registration, academic advising, academic progression, graduation, convocation, academic programs, university-related student activities and services, activities of student associations, residence operations, athletics, recreation, financial assistance, awards and scholarships, university advancement, alumni relations, employment, employee-related services, research and statistical reporting, **and other activities related to being a member of the University community and a user of services provided by the University.**

Personal information may be collected by any department or office of the University and will be used by various departments or offices in order to execute the various functions and activities of the University and to administer the various relations between the University and its students, alumni, employees, suppliers, partners and others. **The University assumes that by registering in a course or a program or accepting employment with the University, a person has agreed to the conditions of the collection, use and disclosure of personal information contained in this Notice.**

### Examples of the uses and disclosures of personal information that relate to the execution, administration and performance of various functions and relations of the University:

- 1) Personal information is collected and used to create and maintain a public record of the University's graduates. The names of graduates of the University, degrees received by them, and date(s) conferred, are a matter of public record and may be disclosed to third parties.
- 2) The University considers the following information about current and former students to be publicly available and may disclose the information to third parties: the names, programs or similar information of the recipients of academic, athletic or other University honours or distinctions. This information is published or disclosed in a number of forms including photographs of recipients. Many scholarships, bursaries, prizes and athletic programs have specific additional collection and disclosure conditions.
- 3) Personal information is needed and used by employees of the University to determine among other things academic status, record academic achievement, create class lists, grade submission lists and other materials, process student appeals, issue student cards including the use of photographs, process transcript requests, maintain tuition

accounts, issue tax receipts, notify students of important issues and updates, determine eligibility for awards, scholarships and financial support, and administer financial aid and government financial assistance programs.

- 4) Names of students are collected by the University for the purpose of teaching on campus or online. By registering in courses, students recognize and agree that their names may be divulged, both orally and in written form, to other members of the student body during activities such as, but not limited to, taking attendance, assigning topics, organizing students for group work, assessing classroom participation, facilitating classroom discussion and organizing tutorials and laboratory sections. Students who are concerned about such disclosures should contact the course instructor to identify whether there are any possible alternatives to such disclosure.
- 5) Registration records, educational history and supporting documents, including academic records and records of misconduct, may be used for the adjudication of admission, progression, and graduation with respect to various programs. Such information may be transmitted to other institutions affiliated with the University or involved in the delivery of courses or programs offered at, with, or through, Laurentian University. Information relating to misconduct and/or falsified documents may be shared with other educational institutions.
- 6) The University discloses specific and limited personal information of students to recognized student associations or organizations such as the Students General Association, the Association des étudiants francophones, the Laurentian Association of Mature and Part-Time Students, the Graduate Student Association, for the purposes of administering their programs including membership administration, health plan, elections, issuing of bus passes and other core operations. The University may also use personal information of students to collect fees on behalf of student associations or other student organizations.
- 7) The University's employees, consultants or agents may collect, and disclose specific and limited personal information of students and employees to designated officers of the University or others (e.g. police) in accordance with the University's policies and practices.
- 8) Some courses must, due to the material involved and the approach to evaluation embraced by the instructor, utilize services that help detect plagiarism. The use of these services is meant to ensure the realization of educational outcomes in courses and to promote the integrity of the credentials granted by the University. By registering in these courses, students acknowledge and accept that some of their personal information may need to be submitted to these services.
- 9) Address, telephone, e-mail and other personal information may be used to contact you or may be disclosed to external agencies retained by the University to collect fees and fines of any nature owing to the University.

- 10) Personal information is used by the University to create various statistical and analytical data or reports for the purpose of planning and administration. It may be used for statistical and research purposes by researchers (internal and external to the University). It may also be transferred to external entities involved in research and statistical analysis of student experience and achievement, in order to improve the quality and effectiveness of the university's programs, services and practices. For example, e-mail addresses of samples of the student body may be provided to organizations such as the National Survey of Student Engagement, administered from Indiana University, USA , that collect student opinions regarding various aspects of the quality of the educational environment provided by the University.
- 11) Personal information is used for the purpose of improving its academic courses and programs. It may be disclosed to external entities or persons involved in the accreditation or evaluation of the University's courses and programs.
- 12) Personal information may be disclosed to ministries and agencies of the Ontario Government and the Government of Canada as required by statute or regulation. This includes but is not limited to disclosure to entities such as Statistics Canada and the Ministry of Training Colleges and Universities.
- 13) Personal information may be disclosed to relevant third parties to administer and maintain benefit plans and services for students and employees.
- 14) Personal information may be collected, used and disclosed in with respect to disciplinary or security procedures.
- 15) Personal information may be used for institutional development and fundraising programs and initiatives. All persons registered or who were at one time registered at Laurentian University are considered members of our alumni. Alumni may instruct Alumni Relations and or the Development Office to refrain from using their personal information for development and or fundraising purposes.

**Many academic and administrative departments have specific additional collection and disclosure conditions. Please refer to the particular department webpage or contact the head of the department.**

If you have any questions about the collection, use, and disclosure of this information please contact the University Secretary 935 Ramsey Lake Road, Sudbury, Ontario, ON P3E 2C6, tel: 705-675-1151.