



Writing & Learning Centre

January 2007

Confidentiality Policy

The Writing & Learning Centre adheres to the principles of the *Freedom of Information and Protection of Personal Information Act (FIPPA)* in the collection, use, disclosure and retention of student personal information. The Centre will keep the personal information collected from its students confidential. This personal information pertains to student involvement in Writing & Learning Centre programs collected via surveys, registration and notes documented from sessions with tutors. No faculty member, academic staff member, or administrator from outside the Writing & Learning Centre will have access to the Centre's student files. In order to disclose student personal information outside the Centre, we will obtain the student's written consent. Under section 42, the Act allows us to disclose personal information without consent in very exceptional circumstances.

Writing & Learning Centre student files are kept for four years. At the end of the winter term, the Centre produces statistics which are forwarded yearly to upper administration for budget requests. These statistics are anonymous and give information about the number and kinds of students using our Centre.