



Privacy and personal information collection

OCAD University collects and uses personal information on students, alumni and other parties using services provided by the university under the authority of *The Ontario College of Art & Design University Act, 2002*, (amended 2010).

The collection of personal information is related directly to and is needed by the university to administer the university/student relationship; for financial, planning and statistical purposes; and other fundamental activities related to being a member of the university community and attending a public post secondary institution in the Province of Ontario.

The information will be used, among other things, to admit, register and graduate students; record academic achievement; administer tuition and other payments; issue photo ID cards; provide library services; provide access to information systems, on-line services and loan or purchase equipment; advise of activities and evaluations (surveys); determine eligibility for student awards, scholarships and financial support; administer financial aid and government financial assistance programs; conduct classroom functions; administer accident and health insurance coverage; provide wellness, counselling and academic advising services; enable campus security and contact in emergency situations; promote alumni and student achievement and honours through internal communications; photograph, record and document events and activities; and to operate academic, athletic, recreational, alumni and other university programs.

The university may collect personal information from the Ontario Universities' Application Centre and other institutions previously attended, including third-party services and test score providers where the items collected form a part of the application or admission process to a university program.

Information on admission, registration and academic achievement may be used for statistical and research purposes by the university. Limited and specific information may be disclosed to service providers under contract to the university to provide essential services.

The university is required to report student-level enrolment-related data to the Ministry of Training, Colleges and Universities as a condition of its receipt of operating grant funding. The Ministry collects this enrolment data, which includes limited personal information such as Ontario Education Numbers, student characteristics and educational outcomes, in order to administer government postsecondary funding, policies and programs, including planning, evaluation and monitoring activities.

Personal information will be collected, protected, used, and disclosed in accordance with Ontario's *Freedom of Information and Protection of Privacy Act* (R.S.O. 1990).

Questions about the collection, use and disclosure of personal information by the University, should be directed to the FIPPA Coordinator, c/o University Relations Department, OCAD University, 100 McCaul Street, Toronto, Ontario M5T 1W1; email:

fippa@ocadu.ca .