**For Faculty members:**

The University’s guidance on privacy can be found at: <https://uwaterloo.ca/privacy>.

The University’s records management system WatCLASS can be found at: <https://uwaterloo.ca/records-management/records-classification-and-retention-schedule/introduction-university-waterloo-classification>

The University’s records retention schedules can be found at: <https://uwaterloo.ca/records-management/records-classification-and-retention-schedule/records-retention-schedules>

Retention schedules of interest to Faculty members with regards to student information are found under **Student Management**: <https://uwaterloo.ca/records-management/records-classification-and-retention-schedules/student-management>; mainly:

**Student Records**

[ST60 - Grade/Course Credit Submission (PDF)](https://uwaterloo.ca/records-management/sites/ca.records-management/files/uploads/files/st60-grade-course-credit-submission.pdf%22%20%5Co%20%22ST60%20-%20Grade/Course%20Credit%20Submission%20%28PDF%29)

[ST62 - Grade Revisions (PDF)](https://uwaterloo.ca/records-management/sites/ca.records-management/files/uploads/files/st62-grade-revisions.pdf%22%20%5Co%20%22ST62%20-%20Grade%20Revisions%20%28PDF%29)

[ST65 - Student Files, Graduate (PDF)](https://uwaterloo.ca/records-management/sites/ca.records-management/files/uploads/files/st65-student-files-graduate.pdf)

[ST68 - Student Files, Undergraduate (PDF)](https://uwaterloo.ca/records-management/sites/ca.records-management/files/uploads/files/st68-student-files-undergraduate.pdf)

[ST70 - Student Information System (Quest) (PDF)](https://uwaterloo.ca/records-management/sites/ca.records-management/files/uploads/files/st70-student-info-system-quest.pdf)

Retention schedules of interest to Faculty members with regards to student information are found under **Teaching and Learning**: <https://uwaterloo.ca/records-management/records-classification-and-retention-schedules/teaching-and-learning>: mainly:

 [TL25 – Accommodation Due to Illness](https://uwaterloo.ca/records-management/sites/ca.records-management/files/uploads/files/tl25-accommodation-illness.pdf)

[TL35 – Course Outlines](https://uwaterloo.ca/records-management/sites/ca.records-management/files/uploads/files/tl35-course-outlines.pdf)

[TL55 – Examination papers and course assignments](https://uwaterloo.ca/records-management/sites/ca.records-management/files/uploads/files/tl55-exam-papers-course-assignments.pdf)

[TL60 – Instructors’ Grade Records](https://uwaterloo.ca/records-management/sites/ca.records-management/files/uploads/files/tl60-instructors-grade-records.pdf)

Policy for records storage and disposal for both hard copy and electronic files can be found at: <https://uwaterloo.ca/secretariat/guidelines/guidelines-managing-student-information-faculties-academic>

<https://uwaterloo.ca/information-systems-technology/about/policies-standards-and-guidelines/security/disposing-specific-electronic-media>

Instructors, including sessionals, *must use* their assigned University of Waterloo email when:

* Communicating with a student
* Communicating with any University of Waterloo employee pertaining to a student

*For help with privacy protection issues and questions, the University Privacy Officer is*: Kathy Winter, fippa@uwaterloo.ca, ext. 36101.

*For help with records management issues and questions, the University Records Manager is*: Chris Halonen, chris.halonen@uwaterloo.ca, ext. 38284.

*Course Outlines must include the following statements regarding privacy:*

*Communications with Instructor and Teaching Assistants:* All communication with students must be through either the student’s University of Waterloo email account or via Learn. If a student emails the instructor or TA from a personal account they will be requested to resend the email using their personal University of Waterloo email account.

*Distribution of completed assignments:* Detail the method by which students can pick up marked assignments and for how long unclaimed assignments will be kept (see information below under, *Additional steps to ensure a student’s privacy is protected*, for details on claiming assignments).

*Recording lectures:*

* Use of recording devices during lectures is only allowed with explicit permission of the instructor of the course.
* If allowed, video recordings may only include images of the instructor and not fellow classmates.
* Posting of videos or links to the video to any website, including but not limited to social media sites such as: facebook, twitter, etc., is strictly prohibited.

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*Additional steps to ensure a student’s privacy is protected:*

 **Do:**

1. Make every effort to return assignments directly to the student(s).  In cases where this is not possible or impractical (i.e., very large classes), assignments can be left in a public area for students to pick up.  In this case, you must:
* Make students aware in the course outline that this is the method of returning assignments;
* Allow students to make alternative arrangements;
* Set a defined time limit, not to exceed two weeks, for which the assignments will be left in the public area.
* Indicate the grade assigned on the inside of the document, not on the cover page.
1. Keep unclaimed assignments for one year after the posting date of marks for the course, unless you otherwise notify students in the *course outline* that they will be disposed of earlier.  Note that final exams must be kept for one year.
2. Ensure your TAs have returned all assignments to you and their access to all course management systems, including Learn, has been disabled.
3. Keep any record with personal student information in a secure location.  Hard copies with sensitive information, including student academic records, should be kept in a locked cabinet; electronic copies of sensitive records should be stored in password protected drives, folders or files.
4. Use the University’s confidential shredding program to manage the disposal of sensitive items.  Each Department / School may have its own policy, see your contact person below for more information.  University policy can be found here: <https://uwaterloo.ca/central-stores/confidential-shredding>
5. Follow university procedure for tracking the destruction of both electronic and print documents that contain personal information; <https://uwaterloo.ca/records-management/records-destruction-form-instructions>
6. Create records with the expectation that they may become available under a freedom of information request.
7. If you suspect there may have been an information security breach (a circumvention of information security controls, unauthorized use of information or unintended exposure of information) please consult the following resource for appropriate action: <https://uwaterloo.ca/secretariat/information-security-breach-response-procedure>

**Do Not:**

1. Store sensitive records longer than required.
2. Provide a student’s work or information about a student to another external person unless you have written permission to do so.
3. Do not post final grades until the end of the final exam period.
4. Leave any records, assignments, exams, etc., with your TAs. All course material containing names, student IDs, email, grades, etc., are to be kept by the instructor only.

**Sessional instructors:**

Do not leave assignments, exams or other course materials that include student’s name, ID number, email, etc., in your office if you are vacating the office after this term. Please contact your department administrator for details on where you can bring your course materials for safe keeping:

ENVS courses: Eilleen Davidson

PLAN courses: Tiffany Chen

ENBUS and/or INDEV courses: Marion Brown

KI courses: Darlene McGeer

ERS courses: Jennifer Nicholson

GEOG courses: Susie Castela