**For Grad TAs:**

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 Grad TAs 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)

[ST68 - Student Files, Undergraduate (PDF)](https://uwaterloo.ca/records-management/sites/ca.records-management/files/uploads/files/st68-student-files-undergraduate.pdf%22%20%5Co%20%22ST68%20-%20Student%20Files%2C%20Undergraduate%20%28PDF%29)

[ST70 - Student Information System (Quest) (PDF)](https://uwaterloo.ca/records-management/sites/ca.records-management/files/uploads/files/st70-student-info-system-quest.pdf%22%20%5Co%20%22ST70%20-%20Student%20Information%20System%20%28Quest%29%20%28PDF%29)

Retention schedules of interest to Grad TAs 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>

Teaching Assistants *must use* their assigned University of Waterloo email when:

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

If a TA receives an email from a student’s personal email address the TA must reply to the email instructing the student to resend the email from their University of Waterloo account.

*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.

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

**Do**

1. Return all assignments, exams, student records, etc., to the instructor of the course for safe-keeping.
2. Destroy electronic and printed files that contain confidential student information.
* 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>, and here for electronic records: <https://uwaterloo.ca/information-systems-technology/about/policies-standards-and-guidelines/security/disposing-specific-electronic-media>.
* 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>. The Records Destruction Form should be filed with either the instructor for the course of the department contact person listed below.

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

**Do not**

1. Leave assignments, exams or other course materials that include student’s name, ID number, email, etc., in your office or any Grad student area unless in a locked cabinet.
2. Provide a student’s work or information about a student to another external person unless you have written permission to do so.
3. Keep course material with student information either electronically or in print after the submission of final grades for the term that has taken place.
4. Access any course management system, including Learn after the completion of term and submission of grades.

**Note:** 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>