

Record Keeping Policy

Classification:	Training Centre Policy
Responsible Authority:	Andrew Lowry Title: Training Coordinator
Executive Sponsor:	Andrew Lowry
Approval Authority:	Local 1946 Executive Committee
Date First Approved:	2025-03-05
Date Last Reviewed:	2025-03-05
Date to Complete Mandatory Review:	

PURPOSE

This policy safeguards the integrity and accessibility of student records while adhering to legal and ethical obligations, including compliance with the Freedom of Information and Protection of Privacy Act (FOIPPA).

SCOPE

This policy applies to all student records maintained by UBC Training Centres, including but not limited to student profiles, transcripts, academic records, operational records and related documentation.

POLICY

Considerations for FOIPPA:

1. This policy ensures that student records are managed in a manner that respects individuals' privacy rights and complies with regulations governing the collection, use, and disclosure of personal information by the requirements of the Freedom of Information and Protection of Privacy Act (FOIPPA).
2. Measures outlined in this policy, such as secure storage, restricted access, and compliant disposal, align with FOIPPA requirements to protect the confidentiality and privacy of student records.
3. Please see the FOIPPA Policy.

Student Profiles and Transcripts:

1. The Training Centre will maintain student profiles and transcripts indefinitely to ensure that accurate and complete records are accessible for alumni and ongoing educational and professional purposes.

Academic Records:

1. Academic records, including course schedules, completed assignments and exams, will be retained for at least 7 years following the student's graduation or last date of attendance. This retention period allows for access to records for verification and auditing purposes.
1. Access to student records will be restricted to authorized personnel, and measures will be in place to prevent unauthorized access, alteration, or destruction of records.

PROCEDURE

- | Action | Responsibility |
|---|---|
| <p>1. Maintenance
Records will be maintained in order to ensure that information is accurate, reliable, and created promptly to reflect transactions and activities. Documents shall be organized in a structured manner in order to facilitate access, retrieval and audit trails as needed.</p> | <p>All Training Centre Staff</p> |
| <p>2. Record Security
All records will be stored in a secured environment to preserve confidentiality and integrity.</p> | <p>All Training Centre Staff</p> |
| <p>3. Disposal
After the retention period expires, academic records will be securely and irreversibly disposed of in compliance with data protection regulations and privacy laws, ensuring that no sensitive information is exposed.</p> | <p>All Training Centre Staff</p> |

RELATED POLICIES

FOIPPA policy