

Freedom of Information and Protection of Privacy Act

Source: [2021-22 Academic Calendar](#)

Mount Royal is committed to the protection of privacy and confidentiality of staff and students. The purpose of data collection is directly related to the need for Mount Royal to administer the institution/student relationship.

The personal information that students provide when applying for Mount Royal programs and courses is collected under the Post-Secondary Learning Act (s. 65) and the Freedom of Information and Protection of Privacy Act (s. 33 a & c). Personal information is protected by Alberta's Freedom of Information and Protection of Privacy Act and can be reviewed on request. If you have any questions about the collection or use of this information, please contact the Office of the Registrar at 403.440.3435.

Only a student's name, whether or not s/he is registered and the credential awarded (i.e., degree, applied degree, diploma, certificate, etc.) are defined as the student's public record. The public record can be kept confidential by submitting that request in writing to studentrecords@mtroyal.ca. All other information is considered confidential and will be used and disclosed in accordance with privacy legislation.

Mount Royal may also receive personal information from other relevant sources including, without limitation, secondary schools, other colleges, universities and other institutions previously attended and third-party services and test score providers where the items collected form a part of the admission process to a Mount Royal program.

Data collected by Mount Royal is used for a variety of purposes such as those detailed below. Individuals' information will only be used and disclosed in accordance with privacy legislation.

Academic Administration

Aggregate information (i.e., information that does not identify an individual student) on admission, registration, other activities related to attending courses of instruction, academic standing and graduation will be used for statistical, program evaluation and institutional research purposes by Mount Royal. Aggregate information may also be disclosed to other post-secondary educational institutions as well as the provincial and federal governments for similar purposes. Admission information will form part of the student record which will be used to record academic standing, administer awards and financial aid, authorize Library access and produce graduation lists.

Administration of Mount Royal Academic Support Services

An individual's information on admission, registration, academic standing and graduation may be disclosed and used for the routine administration of Mount Royal academic support services including but not restricted to Career Services, Student Community Standards, Student Learning Services, Accessibility Services, Student Counseling, Iniskim Centre, Academic Advising and Financial Services.

Administration of Mount Royal Non-Academic Support Services

An individual's information on admission, registration, academic standing and graduation may be disclosed and used for the routine administration of Mount Royal services including but not restricted to Student Community Standards, the Residence Life Program, Recreation, Security Services, Parking Services and Alumni Relations.

Scholarship and Financial Aid

Personal information submitted on scholarship and bursary applications will be used to determine an individual's eligibility for an award and for contact purposes. Mount Royal also uses student personal information already collected, including but not limited to grades, to evaluate and nominate students to receive financial awards. Limited personal information is disclosed to the Government of Alberta (Student Aid Alberta) to verify eligibility concerning scholarships and other funding opportunities on behalf of students in accordance with grant funding agreements. In the event an award is given, personal information will be used for taxation purposes.

Marketing and Recruitment

Aggregate information on admission, registration, activities related to attending courses of instruction, academic standing and graduation may be used for promotional or recruitment activities.

Cooperation with Students' Association (SAMRU)

Mount Royal also collects information on behalf of the Students' Association of Mount Royal (SAMRU) for the purpose of membership administration, elections and the administration of student benefit plans. Students should contact the SAMRU office for additional information.

Disposal of Information

All documents submitted to support admission become the property of Mount Royal and will not be returned.

Status of Minors

In the absence of specific provincial legislation and consistent with current practice in other post-secondary institutions in Alberta, information pertaining to a minor who is registered at Mount Royal will only be used and disclosed in accordance with privacy legislation.

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