

# Freedom of Information and Protection of Privacy Act

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](mailto: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 collected, used and disclosed in accordance with privacy legislation.

Source: [2023-2024 Academic Calendar](#)

Prepared by the Student Advocacy Resource Centre, 2023-2024  
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