Student Experience Office. 430 Tory Building

Summer Orientation

Parents as Partners: FIPPA and Communication



- FIPPA as a legislation
- Tips and tricks for communication
- Carleton's Community
- Kahoot



Transitioning to University

- New responsibilities for students
 - Academic requirements
 - Financial aspects

430 Tory Building

- New social opportunities
- Changes for Parents
 - Less face-to-face communication
 - Different methods of contact
 - Trusting your student to make decisions



Freedom of Information and Protection of Privacy Act

- Provincial Legislation
- Provides public with the right to access general information and to protect an individual's personal information

SEO How does FIPPA Apply at Carleton

- Only Students have access to their personal information
- Personal information includes
 - Health information
 - Awards and Financial Aid
 - Grades
 - Student Accounts
 - Enrolment status



SEO Consent Forms

- 3 Consent Forms:
 - Registrar's Office
 - Student Accounts
 - Awards and Financial Aid
- Processing fee and wait time may apply
- Can be revoked anytime



Date:

Consent to Release Information to a Third Party

Carleton University collects and protects personal information under the authority of the Freedom of Information and Protection of Privacy Act for the purposes of operating the programs and services of the University.

If you require the disclosure of your personal information to another person, designated agent or agency, legal counsel or for other purposes, please complete the following informed consent document.

l authorize			
	Individual / Office / Program/ Agent		
to disclose			
	State precise personal information, <u>attach separate sheet if</u> necessary.		
originally collected for			
	State purpose for original collection of this information.		
to			
	Identify person, designated agent or agency, legal counsel or other purposes to whom/for which information is to be released.		
in the period	purposes to whom or which into major is to be released.		
	Provide date range for which permission will exist.		
Full Name:			
Date of Birth:			
Student I.D.#			

I declare that I have made this authorization voluntarily and the information on this form is true and correct.

Signature

I understand that I may withdraw my consent at any time by giving notice in writing to the FIPPA contact named below. I further understand that this withdrawal of consent shall not be retroactive.

Date

The personal information requested on this form is collected in accordance with Sections 38(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPPA), R.S.O. 1900, C.F.31 as amended. The information provided will not be used for any purposes other than those stated upon this form unless the applicant provides express written consent. Should you have any questions concerning your personal information please contact the Privacy Office at 013-520-2000 ex12047 or University, Privacy Office@bartefoncac. Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.

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SEO Student Experience Office. 40 Tory Building Registrar's Office

- RESP information
- Transcripts
- Confirmation of graduation
- Classes

	U N anada's Ca		's Office Third Party of Information Form		
	This form ma in-person rec	ay be submitted in person or scanned and sent via you quests require validation of picture ID (Carleton stude	at card, UPass or government issued photo ID).		
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300 Tory Building, 1125 Golonal By Drive, Ottawa, ON, \$15 585	al: (613) 520-35	Registrar's O	ffice fax: (812) 538-		



- Tuition Fees
- Housing Fees

Parents **can not** see student's account balance unless a consent form is signed

UNI	VERSITY			Student Accounts Receivable Third Party Release of Information Form	
Canada's Capi	tal University		,		
Instructions:					
Please return comple Carleton University e		to Student Accounts Receiv	able at student_accounts@carleton.ca from	n you	
Name			Student Number		
Pursuant to section 3	9(1)(a) of the Freed	om of Information and Prot			
			(student full name)		
			n(s) listed below for the purpose of obtaining	ng the	
ollowing information	n pertaining to my s	udent account records:			
🔵 Deta	iled Account Inform	ation			
Or, limited to:					
Acce	unt Balance				
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SEO Student Experience Office. 430 Tory Building

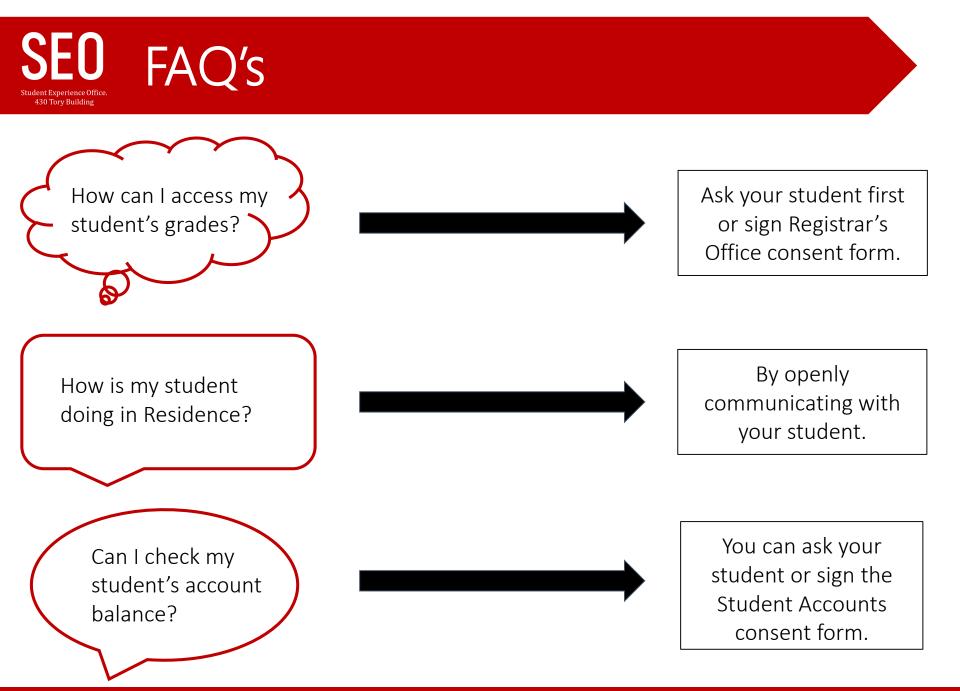
Awards and Financial Aid

- Scholarships
- Bursaries
- Government Financial Aid i.e. OSAP

	n Y Hy	Awards Office 202 Robertson Hal 1925 Calosel By Drive Ottman, ON N15 355 Canade Test (x13) 520-3600 Fax: (x13) 520-3600 Fax: (x13) 520-3560 membil@caleton.cs			
		www.carlaton.ca/awards			
THIRD PART	Y AUTHORIZATION	RELEASE OF INFORMATION			
your picture and your sign and student cards please o	ature must accompany form opy both sides of the cards). I ented at time of submission. I	nce, passport, or student card clearly showing both that are not delivered in person (for driver's licence If you are submitting this form in person, valid picture Please note forms submitted by fax cannot be			
Name of Applicant		Student Number			
Address (complete address	ncluding country)				
Telephone	Ema	a			
My signature below indic	ates that I agree to the follow	wing:			
	(s) named below to act on n cial assistance to Carleton U	ay behalf in all matters concerning my awards and iniversity.			
	is authorization allows Carleton University to release information concerning my awards and ancial assistance to the person(s) named below.				
August); however, if	I choose I may revoke this a	ration of the 20_/20_ academic year (September uthorization prior to the end of the academic year by gned instructions to cancel this Third Party			
Name of Third Party		Relation to Applicant			
Address of Third Party (con	plete address, including counts	x)			
Telephone		Email			
Student Signature	Date				
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SEO FIPPA in Residence

- The Department of Housing and Residence Life Services can not release any information about your student's status in residence
- In the case of an emergency the student's emergency contact will be notified as per Carleton Central



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Privacy Officer, Pierce White-Joncas: 607 Robertson Hall pierce.whitejoncas@carleton.ca 613-520-2600







- Ways to stay Connected
 - Phone Calls
 - Skype
 - Texting

SEO Tips for Staying Connected

- Charlatan Newspaper
 - www.charlatan.ca
- Carleton Start Guide
 - www.start.carleton.ca
- Parent Newsletter
 - www.carleton.ca/parents/the-parents-newsletter
- Parent and Family Calendar
- Student Experience Office Facebook Page
 - www.facebook.com/carletonseo

SEO Carleton's Community

Carleton.ca/parents

Questions?



Student Experience Office. 430 Tory Building





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