

SEO

Student Experience Office.
430 Tory Building

Summer Orientation

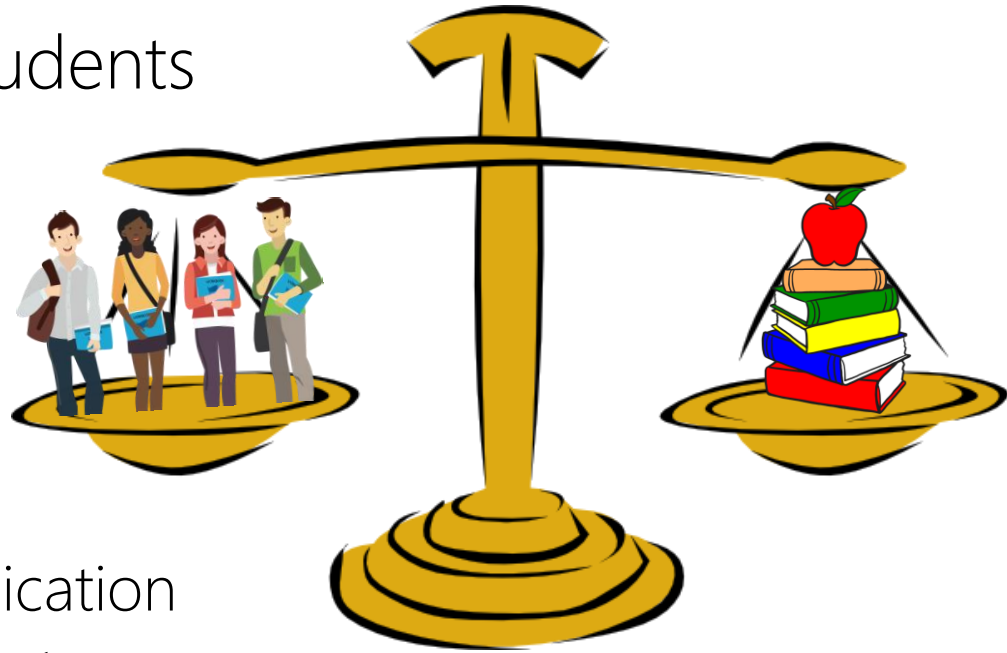
Parents as
Partners:
FIPPA and
Communication



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



- New responsibilities for students
 - Academic requirements
 - Financial aspects
 - 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

Student Experience Office.
430 Tory Building

- 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

Student Experience Office.
430 Tory Building

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



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.

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


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

Signature Date

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.

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. 1990, 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 613-520-2600 ext.2047 or University_Privacy_Office@carleton.ca. Carleton University is fully compliant with FIPPA and endeavors at all times to treat your personal information in accordance with this law.

- RESP information
- Transcripts
- Confirmation of graduation
- Classes



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**Registrar's Office Third Party
Release of Information Form**

INSTRUCTIONS:
This form may be submitted in person or scanned and sent via your Carleton email (@cmail) account.
In-person requests require validation of picture ID (Carleton student card, UPass or government issued photo ID).
Please note: requests received through Carleton email (@cmail) do not require proof of identification.

name	student number
email address (current students only; current students use carleton email)	telephone

Pursuant to Section 42(1)(b) of the Freedom of Information and Protection of Privacy Act,
I, _____,
authorize Carleton University to disclose, to the persons or organizations listed below, the following information:

- Confirmation of Registration
- Any information concerning my RESP submission
- Confirmation of Graduation and Degree
- to pick up the Transcript(s) I have requested*
- to pick up the Certificate(s) of Enrolment I have requested*
- to pick up my Diploma
- Registration (to act on my behalf to facilitate my registration, which may require access to part or all of my academic record as needed). This does not include requesting a PIN reset. Carleton Central PIN resets can only be accommodated when requested by the student; an identity verification process will be followed prior to resetting the PIN
- Appeals & Petitions (to act on my behalf to facilitate an Appeal or Petition, which may require access to all or part of my academic record and/or conduct record)

*Students must order Transcripts or Certificates of Enrolment separately using the online application in Carleton Central. This is not a request form; this is a release for pick-up only.

Name of third party: _____
Address of third party: _____
Phone/Contact of third party: _____

Please note: The third party you have elected will be required to provide appropriate identification.

The term of such release of information will be:

- One time only
- Ongoing until such written notice is given to terminate
- From the date of signing below until _____ (specify date)

Student Signature: _____ Date: _____

The personal information requested on this form is collected in accordance with Sections 30(2) and 41(1) of the Freedom of Information and Protection of Privacy Act (FIPA); R.S.C. (1985), c.F.31 as amended. The information provided will not be used for any purpose 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 Todd Strachan, FIPA representative for the Registrar's Office (300 Tory Building, 613-620-3000). Carleton University is fully compliant with FIPA and endeavours at all times to treat your personal information in accordance with this law.

tel: (613) 520-2000


Registrar's Office
300 Tory Building, 1125 Colonel By Drive, Ottawa, ON, K1S 5S5

fax: (613) 520-4410

www.carleton.ca/registrar registrar@carleton.ca

- Tuition Fees
- Housing Fees

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



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Student Accounts Receivable
Third Party Release of Information Form

Instructions:
Please return completed forms via email to Student Accounts Receivable at student_accounts@carleton.ca from your Carleton University email address.

Name Student Number

Pursuant to section 39(1)(a) of the Freedom of Information and Protection of Privacy Act,
I, (student full name)

authorize Carleton University to contact the person(s) or organization(s) listed below for the purpose of obtaining the following information pertaining to my student account records:

Detailed Account Information

Or, limited to:

Account Balance

Student Account Documents (i.e. Account Statement, Payment Receipts)

Carleton University is authorized to disclose such information as specified above to the person(s) or organization(s) listed below (please print clearly):

Name of Third Party <input type="text"/>	Relation to Student <input type="text"/>
Address of Third Party (complete address) <input type="text"/>	
Telephone <input type="text"/>	Email Address <input type="text"/>

The terms of such release of information will be:

One time only


Ongoing until written notice is given to terminate

From the date of signing below until (specify date):

Student Signature Date

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use; for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).

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



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Awards Office
202 Robertson Hall
1125 Colonel By Drive
Ottawa, ON K1S 5S6 Canada
Tel: (613) 520-3600
Fax: (613) 520-3560
awards@carleton.ca
www.carleton.ca/awards

THIRD PARTY AUTHORIZATION / RELEASE OF INFORMATION

NOTE: A clear, legible, photocopy of your driver's licence, passport, or student card clearly showing both your picture and your signature must accompany forms that are not delivered in person (for driver's licences and student cards please copy both sides of the cards). If you are submitting this form in person, valid picture identification must be presented at time of submission. Please note forms submitted by fax cannot be processed and will immediately be shredded.

Name of Applicant Student Number

Address (complete address including country)

Telephone Email

My signature below indicates that I agree to the following:

1. I authorize the person(s) named below to act on my behalf in all matters concerning my awards and applications for financial assistance to Carleton University.
2. This authorization allows Carleton University to release information concerning my awards and financial assistance to the person(s) named below.
3. This authorization will remain in effect for the duration of the 20__/20__ academic year (September – August); however, if I choose I may revoke this authorization prior to the end of the academic year by providing Carleton University's Awards Office signed instructions to cancel this Third Party Authorization.

Name of Third Party Relation to Applicant

Address of Third Party (complete address, including country)

Telephone Email

Student Signature Date

At Carleton University, we recognize and respect the importance of privacy. Personal information that we collect is kept confidential. In accordance with section 41 of the Freedom of Information and Protection of Privacy Act, Carleton University will only use the information in its custody or control in the following circumstances: where the individual identifies the particular information and consents to its use, for the purpose for which it was collected or a consistent purpose (i.e. a purpose which the individual might have reasonably expected).

- 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

SEO FAQ's

Student Experience Office.
430 Tory Building

How can I access my student's grades?



Ask your student first or sign Registrar's Office consent form.

How is my student doing in Residence?



By openly communicating with your student.

Can I check my student's account balance?



You can ask your student or sign the Student Accounts consent form.

Privacy Officer, Pierce White-Joncas:

607 Robertson Hall

pierce.whitejoncas@carleton.ca

613-520-2600

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

- 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

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Carleton's Community

[Carleton.ca/parents](https://carleton.ca/parents)

Questions?

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carleton.ca/seo