

APPENDIX “A”

Please note that the Personal Information elements listed in the table below may change from time to time, as approved in writing by the Information and Privacy Office at the University. If a proposed change will impact the Registrar’s Office at the University, then the Registrar’s Office must also provide prior written approval of that change.

Personal Information about students at the University of Alberta will only be disclosed to the Students’ Union in order to assist the Students’ Union in achieving the purposes described below. The Students’ Union may only use Personal Information disclosed by the University of Alberta about students registered at the University for the purposes listed below.

The Information and Privacy Office may approve certain uses from time to time, upon receiving an application from the Students’ Union for approval for those uses, as described further below.

Purpose for Exchange of Information	Description of Category of Individuals	Personal Information Elements to be Shared
<p>1. To assess eligibility of individuals to run for office in Students’ Union elections, and to create official voter lists for electing:</p> <p>a. officers and student councilors, b. officers for groups as provided for under the bylaws of the Students’ Union,</p>	<p>(a) Any and all undergraduate (“UGRD”) students who are registered part-time or full-time (these students will have been assessed a Students’ Union fee) in the given term, and whose registration is not composed entirely of off-campus courses.</p>	<ul style="list-style-type: none"> • Term • Full Name • Student ID Number • Program of Study (Faculty) • Academic Plan (Major/Minor) • Academic Organization • University E-mail Address • CCID

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Initials for University

Date

Initials for Contracting Party

Purpose for Exchange of Information	Description of Category of Individuals	Personal Information Elements to be Shared
<p>and c. individuals for Faculty and Campus Associations.</p> <p>The Students' Union may apply to the University's Information and Privacy Office for approval for other, similar uses for the purpose of facilitating elections and by-elections of the Students' Union.</p>	<p>(b) Any and all UGRD students who are registered part-time or full-time (these students will have been assessed a Students' Union fee), and whose registration is composed entirely of off-campus courses in the given term.</p>	<ul style="list-style-type: none"> • Term • Full Name • Student ID Number • University E-mail Address • CCID
<p>2. To ensure appropriate proportionate representation among the different Faculties on the governing body of the Students' Union. The Students' Union may apply to the University's Information and Privacy Office for approval to use Personal Information for the purpose of ensuring appropriate proportionate representation on other bodies under the purview of the Students' Union.</p>	<p>Any and all undergraduate ("UGRD") students who are registered part-time or full-time (these students will have been assessed a Students' Union fee) in the given term.</p>	<ul style="list-style-type: none"> • Term • Full Name • Program of Study (Faculty) • University E-mail Address

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Purpose for Exchange of Information	Description of Category of Individuals	Personal Information Elements to be Shared
<p>3. To assess eligibility of individuals to run for office, and to create official voter lists, for the annual election and by-election of councilors for the Augustana Faculty Students' Association in accordance with their bylaws; also, to ensure appropriate proportionate representation among the different groups of students on that governing body.</p> <p>The Students' Union may apply to the University's Information and Privacy Office for written approval for other, similar uses for the purpose of facilitating elections and by-elections of the Augustana Faculty Students' Association.</p>	<p>Any and all UGRD students who are registered part-time or full-time (these students will have been assessed a Students' Union fee), and are registered in a program through the Augustana Faculty of the University of Alberta in a given term.</p> <p>NOTE: Augustana Faculty/staff will supply the Office of the Registrar with a list of students living in residence at Augustana campus. The list will contain the Student ID number. The information will be added to the final list sent to Augustana.</p>	<ul style="list-style-type: none"> • Term • Full Name • Student ID Number • Program of Study • Year of Study • International Student Status –Residency (AB/Non-AB/Foreign) • Aboriginal Status if available (yes/no indicator only) • Indicator to denote if student lives in residence at Augustana.

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Purpose for Exchange of Information	Description of Category of Individuals	Personal Information Elements to be Shared
<p>4. To communicate with undergraduate students about services, programming, orientation, and student issues. For clarity, this may include electronic newsletters or communiqués, surveys, referenda, or petitions.</p>	<p>Any and all UGRD students who are registered part-time or full-time (these students will have been assessed a Students' Union fee) in the given term.</p>	<p>General communications, including orientation of new students</p> <ul style="list-style-type: none"> • University E-mail Address • Other elements deemed appropriate by the University's Information and Privacy Office <p>Communications for the purposes of orientation of new students</p> <ul style="list-style-type: none"> • New to the University of Alberta or not • Full name • Program of study • Admit type • Home e-mail address • Home mailing address • Other elements deemed appropriate by the University's Information and Privacy Office
<p>5. To communicate with students on behalf of Faculty and Campus Associations about faculty or campus-specific services, programming, and student issues.</p>	<p>Any and all UGRD students who are registered part-time or full-time (these students will have been assessed a Students' Union fee) in the given term.</p>	<ul style="list-style-type: none"> • Program of Study (Faculty) • Academic Plan (Major/Minor) • Academic Organization • University E-mail Address

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Purpose for Exchange of Information	Description of Category of Individuals	Personal Information Elements to be Shared
<p>6. The University may disclose Personal Information for use by the Students' Union in authenticating students, in order to operate a program or service that is within the mandate of the Students' Union. The Students' Union may submit a request for approval to the University's Information and Privacy Office.</p>	<p>Any and all UGRD students who are registered part-time or full-time (these students will have been assessed a Students' Union fee) in the given term.</p>	<ul style="list-style-type: none"> • Full Name • Program of Study (Faculty) • University E-mail Address • CCID • Other elements deemed appropriate by the University's Information and Privacy Office.

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Requests for Disclosure of Personal Information to the Students' Union For The Purpose of Authenticating Students

The Information and Privacy Office (IPO) has approved an authentication process for the Students' Union to verify students who have applied to opt out of dedicated fees. The Students' Union will collect CCIDs and Student IDs from students who wish to opt out. The Students' Union will send this list to the University's Registrar's Office, who will validate which CCID and Student ID combinations are of current undergraduate students who have been assessed Students' Union Dedicated Fees for that term. The Registrar's Office may also provide the on or off campus status of each valid CCID and Student ID combination for the purposes of facilitating this process.

-Approved November 12, 2015