

Student Conduct and Judicial Affairs

GUIDELINES - THIRD PARTY QUERIES ABOUT STUDENTS

Friends and family

Verbal queries from friends, family members or other individuals will be directed to the student in question for response, except where the student has provided specific written consent permitting a response by an employee of Langara College. A sample student consent form is attached.

Sample response to parental inquiry

“Dear parent. Thank you for your inquiry. For privacy reasons we are unable to release information about individual students to third parties, without the express, written consent of the student. I am unable to confirm that the person you mentioned is a student of the College, but if he or she is, I encourage you to bring your questions to this individual directly.”

Sample notification to student

“Dear student. Please be advised that an individual purporting to be your parent has made inquiries about your activities at Langara College. For privacy reasons, we are not able to release information about individual students to third parties without the express, written consent of the student involved. If you would like to provide consent for the release of information, I have attached a consent form for this purpose.”

References

Employment. Employees may give a personal reference for a student, providing the student has given written permission for the reference (a short email is sufficient) and the reference pertains to the professional relationship between the employee and the student. Employees are discouraged from providing employment references for a student on behalf of the College (including written references on College letterhead) or providing information about a student beyond the employee’s direct experience with the student.

Academic and scholarship. Employees may give references, including written references on College letterhead, providing the student has given written permission for the reference and the reference pertains solely to matters relevant to the academic or scholarship request.

Volunteer. Employees may give personal references for volunteer work in the same way as employment references.

Legal or governmental authorities

Verbal queries from legal or governmental authorities (e.g. Citizenship and Immigration Canada and Canada Border Services) will require student authorization to communicate with these authorities. As a primary course of action, Langara College staff will speak with the student to confirm Langara College’s authority to speak with the external agency, receiving written consent when appropriate and applicable. If speaking with the student is not an option, Langara College will require a consent form; signed by the student, to communicate with the respective authority (a faxed release form is appropriate).

Law enforcement

Verbal queries from law enforcement authorities (e.g. Police, BC Sheriff Services, and Canadian Security & Intelligence Service) should be directed to the Manager Safety, Security & Emergency Management (SSEM) for a response.

Written request

Written requests for personal Langara College records from legal authorities, government agencies or private individuals, including individuals acting on behalf of others, should be directed to the Manager, Records Management and Privacy (RMS).

Contact Information

David Aucoin - Manager Safety, Security & Emergency Management (SSEM)

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Joanne Rajotte - Manager, Records Management and Privacy (RMS)

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Consent to Release Information

Instructions to student: Complete the form and sign it by hand, using pen. Deliver the original form to the person identified. You will need one form for each person you are authorizing to release information. Show your student ID card when dropping off the form.

Dear: _____
(Insert recipient name and professional title)

I give you permission to release the information noted below to:

Name: _____

Address: _____

Contact info: _____

Relationship to student: _____

Information to be released:

This consent will remain in effect until: _____
(Note: the release is not valid without an expiration date)

I am aware that I may revoke this consent at any time by notifying you. I am also aware that I may review any information shared. I understand and agree that a reproduction of this authorization will be valid and accepted with the same authority as the original.

(Print Student Name) Student #: _____

(Student Signature) _____
(Date)

The student has shown Student ID Card confirming identity. Yes No

If you have checked no, please explain: _____