



# Important Information on FIPPA for Graduate Students

As of June 10, 2006, the Freedom of Information and Protection Privacy Act (FIPPA) came into effect for all Ontario universities.

The personal information FIPPA covers includes, but is not limited to:

- Personal information (age, date of birth, etc.)
- Contact information (address, phone number, etc.)
- Registration information (courses taken, currently registered for, etc.)
- Awards and funding information (TA, RA, scholarships, etc.)
- Convocation information (date of graduation, standing, etc.)

As a student, this will affect how you will request personal information from the Faculty of Graduate Studies and Research. **Before the administrative staff can provide you with any personal information, you will need to validate your identity. This can be done in a variety of ways:**

- **In person**, you will need to provide photo identification (preferably a Campus Card) to verify your student identity and student number;
- **On the phone**, you may be asked to provide answers to a variety of questions including personal information (eg. date of birth or current address), program or most recent course registration;
- **By email**, only your University MyCarleton account will be used for communications from our staff as your login to the MyCarleton system validates your identity. If you send a request through another Internet Service Provider, you will be advised that a response has been sent to your MyCarleton account;
- **By fax**, you will need to provide your signature, student number and contact information (home phone number or MyCarleton email address). We will respond to your inquiry by phone or by email (to your MyCarleton account); and
- **By mail**, you will need to provide your signature, student number and contact information (mailing address, home phone number or MyCarleton email address). We will respond to your inquiry by mail to your mailing address.

If you would like information to be released to a third party, you may fill in a Third Party Release of Information Form at the Faculty of Graduate Studies and Research (512 Tory Building). This form will permit you to restrict the release of information to specific information, specific third parties and/or for specific periods of time. Please be aware that we will no longer be able to confirm your registration or graduation to a third party without your written authorization.

These stringent measures are taken to ensure your privacy by making certain that your personal information will not be compromised. For more information on FIPPA, visit the website at <http://fippa.carleton.ca>

