

POLICY CONCERNING ACCESS TO RECORDS

The University sends statements of account and all other correspondence directly to students. You retain full control over who has access to your records or accounts; however, officers and members of the University staff also have access to relevant parts of your records for recognized and legitimate use. The University does not send progress reports or any other information to your parents and/or sponsors unless you specifically request it in writing.

Personal information provided at the time of application or registration will be processed in accordance with the Province of Quebec's Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information (the "Access Act") and McGill's Privacy Notice.

For the purpose of consent and acknowledgement, personal information consists of:

- personal information submitted as part of your application
- personal information collected as part of your student file is you enrol at McGill
- includes, but is not limited to name, address, telephone number, email address, date of birth, citizenship, McGill ID, program, student status, and academic record information

If you enrol at McGill, this consent notice will apply to any Personal Information collected during the course of your studies at McGill.

You have the right to request access and correction of your Personal Information. You may also oppose the release of Personal Information under certain circumstances. For more information about McGill University's privacy practices and your rights regarding your Personal Information, please consult our Privacy Notice. Registered students may oppose the release of certain personal information by completing an Opposition Form.

Upon submission of your application and if you enrol, McGill University may:

- Collect and maintain your Personal Information for the purpose of administering your university admission(s) and student record files;
- Exchange certain Personal Information with your home institution, in connection with an agreement between McGill and your home institution if you come to McGill on exchange;
- Permanently archive your Personal Information two years after the end of your studies, unless a policy change is made by McGill in the future, to ensure McGill's compliance with Quebec Archives Act and McGill's records retention schedule;
- Obtain copies of your transcripts from the *Ministère de l'Enseignement supérieur* (Quebec's Ministry of Higher Education), the Ontario University Application Centre and/or the British Columbia Ministry of Education, or any other analogous entity;
- Make inquiries to and obtain Personal Information from *Ministère de l'Immigration, Francisation, et Intégration* (the Quebec ministry concerned with immigration and cultural and linguistic integration), Immigration, Refugees, and Citizenship Canada and/or the *Régie de l'assurance-maladie du Québec* (the government body that

manages provincial health insurance) to verify the validity of your immigration or health insurance status;

- Validate with the *Ministère de l'Enseignement supérieur* information regarding your citizenship and previous institution attended, if necessary and as required in order to manage the admissions process and to determine your tuition fees;
- Verify any information or statement provided as part of your application; and
- Contact you through the McGill Alumni Association and University offices that maintain contact with McGill students, alumni and friends, for the purpose of providing University updates and opportunities for direct support to the University, including fundraising, and making available special offers such groups may benefit from.

McGill may release Personal Information contained in your admission or student records file to the following persons or bodies, as necessary, in the exercise of their mission for the purposes of processing your admission application, producing statistics; and if you enrol, administering your student file, providing access to McGill's learning platforms and communication tools, membership in McGill's student and alumni associations, and support and access to academic opportunities throughout your studies at McGill:

- student associations recognized by McGill University for the categories of student to which you belong (limited to your contact and program information);
- schools or colleges that you have attended;
- a professional body or corporation, where relevant;
- the *Ministère de l'Immigration, de la Francisation et de l'Intégration* and/or the *Régie de l'assurance maladie du Québec*; Immigration, Refugees, and Citizenship Canada; and/or the *Ministère de l'Éducation et de l'Enseignement supérieur*;
- Universities Canada, the Association of Registrars of the Universities and Colleges of Canada, and the BCI (*Bureau de coopération interuniversitaire*, previously known as CREPUQ), or the member institutions of these organizations, for the purpose of admissions operations and the production of statistics;
- libraries of other Quebec universities with which McGill has established reciprocal borrowing agreements;
- the appropriate authorities involved with external or internal funding of your fees (financial records may also be disclosed to such authorities);
- students and alumni of the University who have volunteered to speak with students for the purpose of facilitating their integration into the University;
- other universities and colleges, at the discretion of the University, if any information connected to your application is determined to be false and misleading, concealed or withheld, or contains evidence of academic dishonesty or inappropriate conduct;
- regulatory authorities, law enforcement or other persons, as authorized or required by law; and
- McGill Network and Communications Services for the purpose of listing your McGill email address in an online email directory.

If reference letters are required for admission to a program, you will be asked to authorize the University to request letters of reference on your behalf from referees you have identified. You understand that each referee will be provided with information indicating that you have applied to be admitted to McGill University, including your name, the

McGill program you have applied to, the academic term when you wish to begin your studies at McGill, and your statement describing how the referee knows you.

In **addition to the above**, if you are a candidate for admission to **graduate and postdoctoral studies**, you will be asked to **authorize the University** to request letters of reference on your behalf from referees you have identified, with the understanding that each referee would be provided with information indicating that you have applied to be admitted to McGill University, including your name, the McGill program you have applied to, the academic term when you wish to begin your studies at McGill, and your statement describing how the referee knows you.

In **addition to the above**, if you are a candidate for admission to the **Faculty of Law**, you will be asked to consent to the release of personal information to the Committee for Law Admissions Statistics Services and Innovations (CLASSI) and the Program of Legal Studies for Native People, Native Law Centre at the University of Saskatchewan.

In **addition to the above**, if you are a candidate for admission to the **Faculty of Medicine and Health Sciences** or to the **Faculty of Dental Medicine and Oral Health Sciences** in undergraduate, graduate, or postgraduate studies, you will be asked to consent to the release of personal information to other schools; to Clinical Supervisors; to a University teaching/affiliated hospital or health center to which you apply/or join for residency or rotations; to the Association of Faculties of Medicine on Canada (AFMC), the *Collège des médecins du Québec* or the *Ordres des dentistes du Québec*, and to any matching agencies. You will be asked to agree to declare any pre-existing condition which may require a declaration to a health authority or require accommodations for you to be able to train.

In **addition to the above**, if you are a candidate for admission to the **Schulich School of Music**, you will be asked to consent to the use of your name and images in public recognition of academic achievement and in the advertising and audio and video recording of student ensemble concerts for distribution using different media and formats.

At the time of application, you will be asked to acknowledge that:

- an admission granted based on incomplete, incorrect, or false information contained in your application or supporting documents may be revoked at the sole discretion of the University. The University reserves the right to revoke admission at any time; and
- if admitted to McGill University, you will be bound by the statutes, rules, regulations, and policies in place from time to time at McGill University and at the faculty or faculties in which you will be registered, including those policies contained in the University calendars and related fee documents. **You will undertake to observe all such statutes, rules, regulations, and policies.** Your obligations would commence with your registration and terminate in accordance with the University's statutes, regulations, and policies.