

## CONFIDENTIALITY OF STUDENT INFORMATION

The Program will protect confidential personal information of students.

Responsibility: Program Director, Faculty, and Staff  
Standard: Information Management

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To protect the personal information of students, when data is sent to accrediting agencies or other such entities, all personal information will be removed from the document prior to its transmission. Any identifying information shall be also removed from the transmitted data unless required by the entity.

Transcripts will use the student's address, birth date and the student identification number as identifiers of the student. As per policy, transcripts will be sent only at the request of the student.

In the situation where the student has co-registered with an academic institution and an affiliation agreement is in place with the Program, grades will be sent automatically to the affiliated institution for registered students at the end of each term.

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Signature  
Stephanie Cannon, MSRS, RT(R)(ARRT)  
Program Director

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Signature  
Joshua Lively, MHA, BSRT(R), RT (R)(VI)(ARRT)  
Director of Imaging Services

Reviewed: 1/9/08, 12/1/11, 4/26/12, 2/21/13, 1/23/15, 1/8/16, 1/13/17, 1/12/18, 1/17/19, 4/2/20  
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