

PERSONAL INFORMATION COLLECTION AND DISCLOSURES

1. Collection of Personal Information

The University collects the personal information on our registration forms pursuant to the **Brandon University Act**, and The **Freedom of Information and Protection of Privacy Act**. The information you provide on these forms is used for the purposes of admission, registration and other decisions on your academic status and may be provided to relevant students' society and alumni association. It may also be used for research purposes but in those cases, individual identities will not be disclosed.

If you wish further information contact Financial & Registration Services, Brandon University, at 204.727.9724.

2. Disclosure to Manitoba Finance and Canada Revenue Agency re: Tuition Tax Rebate

Brandon University provides the relevant personal information to Manitoba Finance and the Canada Revenue Agency for the purpose of verifying eligibility for rebates under the Manitoba Tuition Fee Income Tax Rebate program and for the administration and enforcement of the Income Tax Acts of Manitoba and Canada. Questions about the collection and use of this information should be directed to the Manager, Tax Assistance Office, 809-386 Broadway, Winnipeg, MB R3C 3R6, phone: 948-2115 (toll-free outside Winnipeg 1-800-782-0771) or by email toa@gov.mb.ca

If you do not wish this personal information to be released, contact Financial & Registration Services at 204.727.9724.

3. Disclosure of Personal Information to Statistics Canada

Statistics Canada is the national statistical agency. As such, Statistics Canada carries out hundreds of surveys each year on a wide range of matters, including education.

It is essential to be able to follow students across time and institutions to understand, for example, the factors affecting enrollment demand at post-secondary institutions. The increased emphasis on accountability for public investment means that it is also important to understand 'outcomes'. In order to carry out such studies, Statistics Canada asks all colleges and universities to provide data on students and graduates. Institutions collect and provide Statistics Canada student identification information (student's name, student ID number, Social Insurance Number), student contact information (address and telephone number), student demographics characteristics, enrollment information, previous education, and labour force activity.

The Federal *Statistics Act* provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used only for statistical purposes, and the confidentiality provisions of the *Statistics Act* prevent the information from being released in any way that would identify a student.

Students who do not wish to have their information used are able to contact Statistics Canada to remove their identification and contact information from the national database. The email address for this request is esis-siae.participation@statcan.ca.

Further information can be obtained from Statistics Canada's web site: <http://www.statcan.gc.ca> or by writing to the Post Secondary Section, Centre for Education Statistics, 17th Floor, R.H. Coats Building, Tunney's Pasture, Ottawa, ON K1A 0T6.