

Policy Name: Transcript Protection
Approving Authority: Academic Council

Policy # AA-035
Approval Date: 12/18/2023
Date Last Reviewed: 12/18/2023
Next Review Date: 12/2024

Statement

The Transcript Protection Policy of Beal University Canada (“BUC” or the “University”) supports the security of the safeguarding of transcripts of students and alumni of the University. The Academic Council reviews the policy annually.

Purpose

The purpose of this policy is to ensure the University provides safeguarding and security over the processing of receiving and sending transcripts for BUC students and alumni of the University.

Roles and Responsibilities

The implementation of this policy is the responsibility of the Registrar. The oversight of this policy is the responsibility of the Vice President of Operations.

Policy

The University’s Transcript Protection Policy provides the requirement of the Registrar’s office to maintain transcripts of University students so they are secure, confidential, and protected. The Registrar’s office will receive and process transcripts in a secure environment in compliance with the New Brunswick Right to Information and Protection of Privacy Act (RTIPPA). The Registrar’s office will utilize a fully digital system to store and secure transcripts in perpetuity.

Current and former student transcripts are maintained electronically in the student information system. The University transcripts will be retained and archived in perpetuity.

Related Policies and Documents

AD-003 Personal Information Protection Policy