

Best Information Management Practices in Teaching Roles

- A student's grades and assignments are considered that student's personal records and will be kept confidential except when that student requests the information or as required to submit final grades or process appeals.
- You may only share submitted assignments, grades or grading information for the purpose of:
 - Submitting final grades to the Office of the Registrar.
 - Providing direct feedback to the student.
 - As teaching assistants, reporting student performance, grades and grading information to your supervisor.
 - As part of proceeding through a grade appeal or student conduct procedure when necessary.
- Final exams must be destroyed in the semester following a year after the exams are taken.
- Student assignments need to be returned to the student as soon as possible after being graded and kept no longer than a year if abandoned. Be transparent about how long abandoned assignments will be retained in your syllabus.
- Store student assignments, grades and other personal information on institutional servers unless a written record of informed consent has been received from each student to store the information in another outside location.
 - Do not use Hotmail, Gmail, Yahoo email, or other email providers who transmit and store information internationally to conduct university business.
- Lock physical copies of personal information in filing cabinets or desk drawers when the information is not being used.
- Lock your computer screen when you are away from your desk even to go to the bathroom.
- Lock your office door when you are not in your office, or lock the door to your collective space when you are the last person to leave.

- Make sure your computer screen faces away from public entrances.
- Do not store business records on your C: Drive (the actual computer).
- Use consistent naming conventions to categorize records. Keep information for different courses in separate folders, keep lecture notes, course materials, student assignments and grade tracking information separate and easy to locate.
- Apply appropriate access restrictions to records to avoid unnecessary disclosure. (i.e encryption on sensitive information)
- Always shred student grades and assignments when you are disposing of them or send them to confidential shredding in the Distribution Services Warehouse (or through your shredding company at other institutions).

Records in the Scope of British Columbia's Freedom of Information and Protection of Privacy Act

The Freedom of Information and Protection of Privacy Act applies to **all records** in the custody and control of the university and university employees **except**:

- Exam Questions
- Teaching Materials (i.e. lecture notes)
- Research Information (i.e. raw data)
- Materials available for public use in the Northern BC Archives and Special Collections (or your institutional Archives)
- Materials available for purchase (i.e. published materials)