DATA/INFORMATION REQUEST FORM

Please complete this form and email it to [oia@stfx.ca](mailto:oia@stfx.ca)

Due to high demand, requests will be completed in priority sequence. Requests may take up to 5 business days to complete

1.Date required:

2.Name:

3.Department:

4.Email address:

5.Information Requested. Please be as specific as possible.

6.Purpose of Request:

7.Terms of Release

Release of any records contained in the student information system is at the discretion of the Registrar. All such records will be released only with the full understanding that the information will be safely secured, used only for the purpose for which it was released and appropriately disposed of when no longer required. Recipients of information are required to employ whatever measures are necessary to ensure compliance with all applicable protection of privacy legislation. The Registrar may, at his/her discretion, require written acceptance of these terms as a condition of the release of such information.

I accept the terms of release

I do not accept the terms of release