

<p>Complete Title: Student Privacy Considerations for Trust Fund Administrators <i>McMaster University, internal purposes only</i></p>	<p>Date of Most Recent Approval: Effective Date: January 2021</p>
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Introduction

Student aid and award trust funds provide financial supports through University-established aid and award programs, such as academic awards, community contribution awards, academic grants, bursaries, and work programs, as well as through departmental financial awards. Student aid and award trusts are administered by Aid & Awards, Graduate Studies, Medicine, MBA, and other departmental administrators' campus-wide (e.g., Athletics & Recreation, Student Affairs, Faculty Offices, etc.). It is the collective responsibility of all those involved in trust fund as well as student aid and award activities to protect student privacy.

Purpose

To identify the guidelines for administration of trust funds, with emphasis on privacy of aid and award student recipients.

Definitions

Academic Grants: are hybrid awards that recognize academic excellence, and in some cases other forms of earned merit, and demonstrated financial need. Financial need is determined by the University. Academic grants have a specified value in terms of monetary benefit to the recipient.

Administrator: The individual(s) responsible for the administration or compliance of the trust, the award program or designate

Departmental Financial Awards: support students in a manner consistent with the goals of the University, but do not meet all of the approved regulations through which University-established aid and award programs are administered (e.g. assessment of financial need or merit). Departmental financial awards are administered by designated representatives at the University (e.g. Athletics and Recreation) that have established their own processes for identifying recipients. Financial awards do not have "University" or "McMaster University" in the name of the award and contain words such as "Faculty of xxx Financial Award" or "Department of xxx Financial Award" or "Athletic Financial Award". Departmental financial awards are not Senate approved awards and thus are not included on University transcripts, in University Calendars or recognized at University Convocations. Administrators of financial awards must contact the Aid&Awards Office or the School of Graduate Studies to request configuration of an item type to facilitate both trust payments, through Mosaic Financial Aid to a student's account, and generation of T4As (where applicable). Administrators must contact Aid&Awards or SGS to request financial award payments, as journal entries are not permitted.

Disclosure: allowing access to personal information to others beyond the original collector for purposes that are consistent with the stated collection purpose or with permission of the individual or to comply with a law.

Notice of Collection: the formal notice required by law to be given when personal information is collected. This notice consists of three items: 1) the legal authority for collection; 2) The purpose(s) of the collection and 3) contact information for someone who can answer questions about the collection.

The Freedom of Information and Protection of Privacy (FIPPA): The legislation has two distinct purposes and each of these carries with it a different set of requirements.

- Under *Freedom of Information*, the public has the right of access to all of the recorded information which is in McMaster's custody and control (with some specific limitations). In order to facilitate this right of access, the University is required to prepare descriptions of the institution's records and personal information banks (PIBs). These directories, which must be published annually, are intended for use by the public to determine the information generally maintained by each institution.

- The *Protection of Privacy* provisions of the Act regulates the collection, use, disclosure, security, and retention of personal information in the University's custody and control. Many of the administrative requirements of this section of the legislation have been addressed previously with the introduction in 1995 of McMaster's Guidelines on Access to Information and Protection of Privacy, and the federal Personal Information Protection and Electronic Documents Act (2000), which as of January 2004 imposed similar requirements on those sectors of the University involved in commercial activity. The University has developed a **Notice of Collection** statement.

Personal Information: Recorded information about an identifiable individual including:

- Information relating to national or ethnic origin, race, religion, age, sex, or sexual orientation.
- Information on education, financial, employment, medical, psychiatric, psychological, or criminal history
- Identifying numbers
- Home address or telephone number
- Personal correspondence
- Name where it appears with or reveals other personal information.
- Academic information
- Student e-mail addresses

Scholarships: are allocated to students on the basis of academic excellence, and in some cases, other forms of earned merit. Scholarships have a specified value in terms of monetary benefit to the recipient.

The Statement of Collection of Personal Information & Protection of Privacy governs the information provided to donors and others concerning award recipients. To review the statement, please visit:
https://secretariat.mcmaster.ca/app/uploads/2019/06/FIPPA_Statement.pdf

Third Parties: anyone who does not fall under the category of the Administrator.

USE OR DISCLOSURE OF PERSONAL INFORMATION

Personal information use and disclosure must comply with the Freedom of Information and Protection of Privacy Act (FIPPA) and with University policy. In addition, personal information use and disclosure must comply with the following:

- Personal information should be used and/or disclosed only for the purpose for which it was collected, for established university functions, or with consent of the individual;
- Personal information should only be used and/or disclosed within the University to officers, employees and third parties who need the information to carry out their duties and if the disclosure is necessary and proper in the discharge of the University's functions;
- Personal information should not be disclosed outside of the University without clear legal authority or the permission of the owner to do so;
- When uncertain whether a use or disclosure of personal information is permitted, contact the University Privacy Office

FACTORS TO CONSIDER / FREQUENTLY ASKED QUESTIONS

Section 1: Third Party Requests to Contact Student Recipients

Student aid and award recipients should only be contacted for the following types of third-party requests:

- Donor thank you letters
- Invitation to meet a donor
- Invitation to an event such as an award ceremony, MAPS dinner, etc.
- Invitations to discuss work/summer/internship opportunities with a donor
- A request to share a donor's message/letter
- Invitations to write a story about the student that may be shared with a donor, posted to a University website, used in University publications or fundraising material, etc.

It is recommended the Administrator only contact student recipients a maximum of 2 times for any third-party requests (e.g. Initial Request and one follow-up).

Donor Thank You Letters

- All students are encouraged to complete and submit a donor thank you letter. Each Administrator may have different methods of communication sent to student recipients. Below outlines the communication process to students to submit a thank you letter:
 - *Aid & Awards*- Award recipients are contacted (via e-card/AwardSpring) after payments are disbursed requesting to submit a thank you letter. A follow-up email may be sent by Aid & Awards on behalf of University Advancement.
 - *Graduate Studies*- Award recipients are contacted via AwardSpring or via an award letter through the School of Graduate Studies Administrative Tool System after payments are disbursed requesting them to submit a thank you letter. A follow-up email may be sent by the School of Graduate Studies on behalf of University Advancement.
 - *Medicine*- Award recipients are contacted (via e-mail) after payments are disbursed requesting to submit a thank you letter. A follow-up email may be sent by program administrators on behalf of University Advancement.
 - *M.B.A*- Award recipients are contacted via AwardSpring after payments are disbursed requesting them to submit a thank you letter. A follow-up email may be sent by the School of Graduate Studies on behalf of University Advancement.

- *Departmental Financial Awards*- It is recommended the Faculty/Department that administers the award sends a communication to students requesting a thank you letter.

- The following disclaimer is required to be included in the communication sent to students: *“By submitting your thank you letter, you are authorizing your name and your award name, as well as any quotes from your letter, to be used in future McMaster stewardship/donor relations materials and university communications. You are acknowledging that your letter may be edited before delivery to a donor, and you are releasing McMaster University from any responsibility regarding how a donor may choose to use or publish your letter. If you choose to include your address, phone number and/or e-mail address, you should be aware that McMaster will have no control over the donor’s use of this information.”*
- It is recommended the Administrator only contact student recipients a maximum of 2 times for any 3rd party requests (e.g. Initial Request and one follow-up).

(a) Who is able to contact student aid and award recipients directly for one of the permitted third-party requests?

- Student email addresses are deemed personal information and as such only those administering the award are able to directly contact the student (unless student reaches out to UA directly or provides consent).

(b) How can I contact aid and award student recipients for third-party purposes?

- Only those administering the award are able to directly contact the student. It is advised to include a disclaimer in the email to inform the recipient of their rights.
- For example, University Advancement drafts the email to the student recipient, then forwards the draft to the Administrator. The Administrator will reach out to the student via email and asks that they respond directly to the University Advancement contact.
- Disclaimer Example: *“Please note that response and/or participation to this request is entirely voluntary and you can choose to remain anonymous. While response and/or participation are appreciated, acceptance or rejection of this request in no way impacts your aid or award eligibility.”*

(c) I have received a direct email response from a student recipient regarding a student thank you letter. Can I respond to the student to inquire about an event, luncheon, and/or other opportunities?

- Where contact is made for a specific purpose, we must remain consistent with that purpose. For example, it is not appropriate for the third party to reach out directly to the student regarding a subsequent opportunity on the basis of the student supplying a thank you note. A new request must be made following the third-party process.

Section 2: Student Consent

The institution shall not use personal information in its custody or under its control except,

- (a) where the person to whom the information relates has identified that information in particular and consented to its use;
 - (b) for the purpose for which it was obtained or compiled or for the consistent purpose;
 - (c) for a purpose for which the information may be disclosed to the institution under section 42 or 32 of the Municipal Freedom of Information and Protection of Privacy Act.
-
- Student consents are crucial to ensure their privacy of personal information is protected.
 - Students have the right to voluntarily consent to disclose their data and the right to change their mind.
 - AwardSpring consents are academic-year specific.
 - Students have the right to change consents until they have no further opportunities open to which they can apply for a specific year.
 - After the application for an academic year closes, as Administrators, we must provide a mechanism for students to change consents. Each department should implement a process for students to revise their consents. The following outlines the process within each department:
 - *Aid & Awards*- In the [Undergraduate Calendar](#), if a student chooses to revise their consent, they must contact the Sr. Associate Registrar. It is the Aid & Awards Office's responsibility to update Mosaic and AwardSpring.
 - *Graduate Studies*--In the Graduate Calendar, if a student chooses to revise their consent, they must contact the School of Graduate Studies at graduatescholarships@mcmaster.ca. It is the School of Graduate Studies responsibility to update Mosaic and AwardSpring.
 - *Medicine*- If a student chooses to revise their consent, they must contact their respective program administrator.
 - *M.B.A*-In the Graduate Calendar, if a student chooses to revise their consent, they must contact the School of Graduate Studies at graduatescholarships@mcmaster.ca. It is the School of Graduate Studies responsibility to update Mosaic and AwardSpring.
 - *Departmental Financial Awards*- Specific to the Faculty/Department administering trust fund.

Please note, when student's sign various consents, they are exercising their autonomy to grant such disclosure. Releasing information for which we do not have consent is considered an 'intentional breach'. If a student believes their personal information has been breached, they can request a formal investigation of all parties involved (including donors).

What is a Privacy Breach?

A privacy breach is an incident involving unauthorized access to personal information (PI) or personal health information (PHI) in the custody or under the control of the University. The information can be either recorded or verbal. For more information, please review [the Privacy Breach Protocol](#).

A separate consent should be created to disclose personal information for [publications](#). This personal information may include the Student's name, the description and value of the award, Faculty, program, plan, level.

See **Appendix A, Figure #2** for AwardSpring Student Consent (2020-21)

Section 3: Releasing Student Recipient Information to Third Parties

All student personal information should remain confidential unless FIPPA/Notice of Collection Statement applies, or the student recipient gives direct consent. All information should be provided directly by the Administrator of the trust, the award program or designate with consent from the student. In some cases, consent is obtained during the application process. The statements below outline how student consent should be collected for the following information:

i. Information Related to Student Financial Need & Need Based Aid:

- Personal information must remain *confidential*.
- Only where a student provides specific consent is personal information shared that specifically identifies the student.
- For centrally administered need-based aid (e.g., general bursary programs for undergraduate, graduate, MBA, Medicine) consents are collected in AwardSpring—*See Appendix A*—Departments not using an application process in AwardSpring, must collect student consents directly where financial need is a consideration prior to sharing any information about the recipient to a third-party.
- All areas with applications must include the FIPPA/Consent Statements on AwardSpring
- The Administrator of the fund can provide third parties with the recipient’s personal information outlined below:
 - Student Name (*Only if student consent was given)
 - Faculty
 - Program
 - Level
 - Aid Description/Name
 - Aid Amount (\$)

ii. Information Related to Student Academic Merit

- Merit-based awards (e.g., Scholarships) and information is administered by various Faculties and Departments.
- For awards administered on AwardSpring, student consent (FIPPA) is collected—*See Appendix A, Figure #1*—
- Departments not using an application process in AwardSpring, must collect student FIPPA/consents directly on their merit-based award application.
- In accordance with the Freedom of Information and Protection of Privacy Act and McMaster University’s Statement on the Collection of Personal Information, where notice is given, the University is permitted to publish the following personal student information:
 - Student Name
 - Faculty
 - Program
 - Level
 - Award Description/Name
 - Award Amount (\$)

i. Information Related to Student Financial Need, Need-Based Aid, AND Academic Merit

- For centrally administered need-based aid and academic merit awards (e.g., Academic Grants) consents are collected in AwardSpring—*See Appendix A*—
- Departments not using an application process in AwardSpring, must collect student FIPPA/consents directly on their merit & need-based award application.
- Information related to student financial aid, need-based aid and academic merit is considered personal information. As such, the publication of the student’s name of those who have received an Academic Grant is not permitted without specific permission from the recipient.

- As the Administrator of the fund, you can provide third parties with the recipient’s personal information outlined below:
 - Student Name (*Only if student consent was given)
 - Faculty
 - Program
 - Level
 - Award Description/Name
 - Award Amount (\$)

For awards where student consent is specific to the award (e.g., larger donor awards such as Schulich, Brathwaite, etc.), Administrators should consider drafting a consent form specifically to the award. An example of this can be found in *Appendix A, Figure #3*.

(a) I require personal student information for the Endowment Trust Fund Statements. How can I obtain this information?

- University Advancement can reach out to the Administrator who administers the award. The TFA can provide the following information:
 - i. Student Name (For need-based aid only where consent is provided)
 - ii. Academic Program
 - iii. Academic Plan
 - iv. Academic Level
 - v. Aid/Award Value

(b) Can I request the student’s travel/exchange location?

- In recipient of travel/exchange awards (by application), students are asked to submit a travel report in the Fall term following their travels. This is not mandatory. Reports are public through the Undergraduate/Graduate Council and Senate. A student's location should not otherwise be released.

(c) Can I request application material including the student’s essay, response to questions or other academic work completed?

- Please refer to the [Ownership of Student Work Policy](#).
- The student, in writing the essay, is expressing his/her viewpoint. The student is writing the essay to complete an academic requirement that is graded by an instructor. The essay is not written with a donor in mind. The donor may not agree with the views expressed and/or information presented in the essay, which is a potential risk to the student and the institution. If an essay were to be released to a donor, the student and the University have no control over further distribution of that student’s work.
- Releasing the essay opens the selection committee and McMaster to donor scrutiny regarding selection processes and quality of student work. This is a slippery slope. Criteria used for award selection must meet donor terms but should not be open to further donor scrutiny. Similarly, the University would not release a student’s grade in a course, calculated averages, result of session or application material.
- Travel award recipients are advised of the travel report requirement and that the report will be forwarded to the donor of the award and University Senate. This requirement is known in advance of writing the report and thus the student is aware of the intended audience and that the report is public.

(d) Can I provide the donor with the recipient report generated from Mosaic?

- Yes. The data used for the recipient report is information sourced from Mosaic according to the Notice of Collection Statement and any student declarations specifically for that academic year.

(e) We are hosting a dinner for the recipients of an award. Can I obtain a list of the recipients, as well as their respective mailing address/phone number/email address?

- *No. Please contact the Administrator to forward invitations on your behalf. This includes MAPS, MSU and Donor events.*

Related Policies and Resources:

[McMaster has a Privacy Governance and Accountability Framework](#) which sets out accountabilities for ensuring that all individuals involved in the planning, management and day-to-day operations of McMaster University are in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA), and with the Personal Health Information Protection Act (PHIPA), their associated regulations and privacy policies, procedures and practices set out by McMaster University.

[Privacy Program](#)- This Policy applies to all McMaster University faculty, staff and students when handling personal information or personal health information on behalf of the institution.

[Privacy Governance and Accountability Framework](#)-This Policy applies to all McMaster University faculty, staff and students when handling personal information or personal health information on behalf of the institution. The purpose of this Policy is to set out the accountabilities for ensuring that all individuals involved in the planning, management and day-to-day operations of McMaster University are in compliance with the Freedom of Information and Protection of Privacy Act (FIPPA), RSO, 1990 and with the Personal Health Information Protection Act (PHIPA), SO, 2004, their associated regulations and the privacy policies, procedures and practices set out by McMaster University.

[Privacy Breach Protocol](#)- Under the Freedom of Information and Protection of Privacy Act (FIPPA) or Personal Health Information Protection Act (PHIPA), McMaster University has a responsibility to ensure that the personal information in its custody or control is properly safeguarded from those not entitled to have access.

[Handling Personal Information](#)- This Policy applies to all McMaster University faculty, staff and students when handling personal information on behalf of the institution. The purpose of this Policy is to ensure that personal information in the University's custody or control is collected, used, and disclosed in accordance with the relevant legislation. McMaster University is committed to protecting the privacy, confidentiality and security of all personal information that has been entrusted to us. McMaster University provides this protection, in part, by complying with Ontario's Freedom of Information and Protection of Privacy Act (FIPPA), RSO 1990. That Act establishes rules concerning the collection, use and disclosure of personal information (PI)

[Electronic Mail \(E-Mail\) Protocol for Personal Information and Personal Health Information](#)- The purpose of this policy is to identify the standards, responsibilities and processes that apply in the use of e-mail accounts for transmission of Personal Information (PI) and Personal Health Information (PHI).

[The University Aid & Awards Policy](#)- This Policy provides the framework through which all University-established aid and award programs must be approved and administered. Established aid and award programs include academic awards, community contribution awards, academic grants, bursaries, and work programs. Page 7 provides additional information for Privacy.

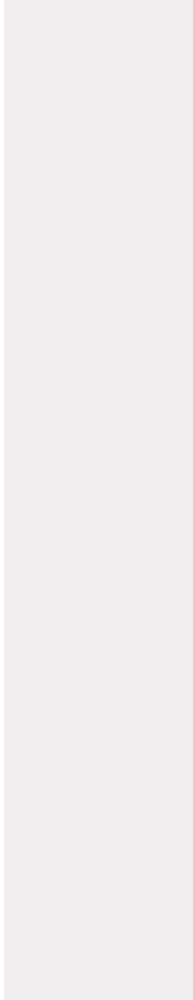
[Undergraduate Calendar Regulations](#)- The Undergraduate Calendar Regulations for Aid & Awards offers additional information for privacy, retention of applications and supporting documentation.

[FIPPA](#) - The legislation has two distinct purposes and each of these carries with it a different set of requirements.

Appendix A

Figure #1: AwardSpring FIPPA Statement –

The screenshot displays the AwardSpring application interface. On the left is a navigation sidebar with three main sections: 'Dashboard' (with a grid icon), 'Scholarships' (with a book icon), and 'Application' (with a document icon and highlighted in orange). The main content area is titled 'Application' in orange text. Below this title is a vertical list of application sections: 'PRIVACY' (with a sub-status of 'Completed'), 'APPLICATION TIPS & PERSONAL INFORMATION', 'ACADEMIC INFORMATION', 'FINANCIAL INFORMATION', 'QUALIFICATION QUESTIONS', and 'CONSENTS AND DECLARATIONS'. The 'PRIVACY' section is expanded, showing a paragraph of text explaining that the information collected is used for determining eligibility for aid and awards, and supporting related activities. Below this is a detailed 'FIPPA Statement' which states that McMaster University collects and retains personal information of students, alumni, and other parties for various administrative and academic purposes, including admissions, registration, awards, and scholarships. It also mentions that this information may be shared with other institutions and government bodies for statistical and research purposes.



McMaster University. In addition, student photographs posted by the University in the form of individual pictures or class pictures may be publicly displayed. Aside from the foregoing, the information you provide and any other information placed in a student record, or in a personnel record, will be protected and used in compliance with Ontario's Freedom of Information and Protection of Privacy Act (RSO 1990) and will be disclosed only in accordance with this Act. If you have any questions about the collection and use of this information please contact the University Registrar, University Hall, Room 209, Student Records, Gilmour Hall, Room 108, or the University Secretary, Gilmour Hall, Room 210, McMaster University. McMaster University may also collect personal information from other relevant sources including, without limitation, the Ontario Universities' Application Centre, secondary schools, colleges, universities and other institutions previously attended, including third-party services and test score providers where the items collected form a part of the application or admission process to a university program. Furthermore, McMaster is required to disclose personal information such as Ontario Education Numbers, student characteristics and educational outcomes to the Ministry of Training, Colleges and Universities (the "MTCU"). The Ministry collects this data for purposes such as planning, allocating and administering public funding to colleges, universities and other post-secondary educational and training institutions and to conduct research and analysis, including longitudinal studies, and statistical activities conducted by or on behalf of the Ministry for purposes that relate to post-secondary education and training. Any information collected by McMaster for the purposes of self-identification as a member of a specific group (i.e. First Generation, First Nations, etc.) may be subject to disclosure to the MTCU by McMaster and collected by the MTCU pursuant to its statutory authority. Further information on how the MTCU uses personal information is available on the ministry's website (<http://www.tcu.gov.on.ca/>). In addition to collecting personal information for the purposes noted above, McMaster University collects specific and limited personal information on behalf of the McMaster Student Union, Recognized Student Groups, the McMaster Association of Part-time Students and/or the McMaster Graduate Students Association. These constituent student groups use personal information for the purpose of membership, administration, elections, annual general meetings, health plans and other matters related to membership benefits only. Please contact the relevant Student Union or Association office if you have questions about this collection, use and disclosure of your personal information and their respective privacy policies. June 2019

Questions? Contact Student Services
at <https://registrar.mcmaster.ca/aid-awards/>.

Figure # 2: AwardSpring Consents 2020-21

The screenshot shows a web application interface for AwardSpring. On the left is a navigation menu with 'Dashboard', 'Scholarships', and 'Application' (highlighted). The main content area is titled 'Application' and contains a sidebar with several sections: 'PRIVACY' (Completed), 'APPLICATION TIPS & PERSONAL INFORMATION', 'ACADEMIC INFORMATION', 'FINANCIAL INFORMATION', 'QUALIFICATION QUESTIONS', and 'CONSENTS AND DECLARATIONS' (Completed). The 'CONSENTS AND DECLARATIONS' section is expanded to show a 'Student Declaration' form. The form contains several paragraphs of text and a checkbox for 'Yes' which is checked. Below this section is another section titled 'Release of Information to Donors' which contains text about donor information and two radio button options for releasing or not releasing the student's name to donors.

PRIVACY
Completed

APPLICATION TIPS & PERSONAL INFORMATION

ACADEMIC INFORMATION

FINANCIAL INFORMATION

QUALIFICATION QUESTIONS

CONSENTS AND DECLARATIONS
Completed

Student Declaration

I declare that I have, and will, provide complete and correct information on all aid and award applications.

I declare that I have, and will, provide complete and correct documentation in support of my aid and award applications.

I understand that providing incorrect, inaccurate and/or fraudulent information, either on these applications or in support of these applications, may prevent me from accessing aid and awards now and/or in the future and may also result in aid and awards being rescinded and disciplinary action being taken.

I understand that McMaster University reserves the right to audit and verify all application information and supporting documentation.

I understand that McMaster University collects information on this application form for the purposes of administering aid and awards and that responses to application questions will not overwrite my official student record at McMaster.

I understand that McMaster University will review my government student aid applications (e.g. Full- and Part-time Federal and Provincial Student Loan Programs (e.g. OSAP), US Direct Loans, etc.) to determine eligibility for need-based aid.

I understand that the administration of aid and awards adheres to the [McMaster University Aid and Award Policy](#) and applicable regulations in the [McMaster University Calendars](#).

I understand that, in accordance with the Freedom of Information and Protection of Privacy Act and McMaster University's Statement on the Collection of Personal Information, where notice is given, the University is permitted to publish my name, faculty, program and award information for merit-based awards.

I confirm that I have read, understood and agree to the Student Declaration.

Yes

Release of Information to Donors

Need-based aid is often funded through the generosity of donors to the University. These donors often wish to receive limited information about the recipients of their funding.

Check one of the following -

In addition to faculty, program information and aid amount, I agree to release my name to the donor of any need-based funding that I receive this aid year

I prefer not to release my name to the donor of any need-based funding that I receive this aid year

Consent to Disclose and Publish Academic Grant Information

Academic Grants recognize academic excellence and, in some cases, other forms of earned merit and demonstrated financial need. This information is considered personal information because financial need criteria is used during the awarding process. As such, the publication of the names of those who have received an Academic Grant is not permitted without specific permission from the recipient.

If you are awarded an Academic Grant this aid year, do you -

Assign and grant to McMaster University, the right to disclose to your name, academic grant, academic grant value, faculty and program information, student # and McMaster email address to your Faculty/Program Office; and

Assign and grant to McMaster University, the right to **disclose for publication** your name, academic grant, academic grant value, faculty and program information; and

Consent to the publication of your name, academic grant, academic grant value, faculty and program information through recognition events and other public information. Events may include, but are not limited to, award ceremonies, presentations, luncheons and donor meetings. Public information may include, but is not limited to, University websites, newsletters, award booklets, and donor communications.

I confirm that I have read, understood and agree to the Consent to Disclose and Publish Academic Grant Information.

- Yes
- I do not consent to Disclose and Publish Academic Grant Information.

Questions? Contact Student Services
at <https://registrar.mcmaster.ca/#contactinformation>.

Previous Step

Next Step

Submit Application

Figure #3: Award-Specific Student Consent Form (2020-21)

Undergraduate Example #1: The Brathwaite Award



Office of the
Registrar

Aid & Awards
Gilmour Hall, Room
120 1280 Main Street
West Hamilton, ON
L8S 4L8

(905) 525-9140
(905) 521-9565
awards@mcmaster.ca
registrar.mcmaster.ca

Consent to the Disclosure of Personal Information

The Office of the Registrar, Aid & Awards, delivers government and University aid and award programs that support access, financial wellness and excellence at the post-secondary level. University aid and awards programs include academic grants, awards, and bursaries.

The *Freedom of Information and Protection of Privacy Act* (FIPPA) and McMaster University's *Notice of Collection* statement govern the collection and use of information including the disclosure of personal information provided to donors and others concerning award recipients. The University publishes award recipient's name, Faculty, program, plan, level, and award value. The University publishes award recipients' names in the Undergraduate Calendar, in the University's convocation program and other award reports (e.g. Undergraduate Council) and publications.

By voluntarily checking the boxes below, and signing this form, you consent to (Please check all that apply):

- The Aid & Awards office disclosing your personal information related to this academic year for administration of the Brathwaite Award, including Student Recruitment, Admissions, Accounts Receivable and University Advancement, at McMaster University, as well as the Brathwaite donors and board (PETNA). The information includes: confirmation of admission application, offer status, confirmation of enrolment, Faculty, program, plan, level, total award value, coop/internship/study period, graduation status, degree conferred, summer plans, eligibility for award renewal, study location (on campus, off campus in Canada or off campus outside of Canada), and expense categories and amounts (e.g. \$700 for book & supplies).
- The Aid & Awards office disclosing your name, Faculty, program, plan, level, and McMaster email address, to the office of University Advancement, and to the office of Communications and Public Affairs, for the purposes of communicating with you.
- The Aid & Awards office disclosing your name and contact information to the University Advancement office, for the purposes of contacting you with requests for thank you letters, invitations to donor luncheons and events, invitations to discuss opportunities, interviews for McMaster University Advancement or Communications and Public Affairs, public recognition of your achievements, articles, social media, etc. Please note that responses to these requests and/or attendance at these functions is entirely voluntary. While a response is appreciated, acceptance or rejection of these offers in no way impacts aid and award eligibility.

First Name

Last Name

Signature

Date





AID & AWARDS
Gilmour Hall, Room 120
1280 Main Street West
Hamilton, ON L8S 4L8

(905) 520-9140
(905) 521-9565
awards@mcmaster.ca
registrar.mcmaster.ca

Consent to the Disclosure of Personal Information & Declaration Form

The Office of the Registrar, Aid & Awards, delivers government and University aid and award programs that support access, financial wellness and excellence at the post-secondary level. University aid and awards programs include academic grants, awards, and bursaries.

The [Freedom of Information and Protection of Privacy Act](#) (FIPPA) and McMaster University's [Notice of Collection](#) statement govern the information provided to donors and others concerning award recipients, including publications such as convocation programs and Award booklets. As such, the University is permitted to publish an individual's name, Faculty, program, plan, level, and Award information. The University may publish the names of recipients of scholarships listed in the Undergraduate Calendar in the University's convocation program and other Award publications.

By signing below, you consent to:

- 1) the Aids & Awards office disclosing your name, Faculty, program, plan, level and McMaster email address, to the office of University Advancement, and to the office of Communications and Public Affairs, for award promotions such as events and social media; and
- 2) the University Advancement office contacting you with requests for thank you letters, invitations to donor luncheons and events, invitations to discuss opportunities, interviews for McMaster University Advancement or Communications and Public Affairs, etc. Please note that responses to these requests and/or attendance at these functions is entirely voluntary. While a response is appreciated, acceptance or rejection of these offers in no way impacts aid and award eligibility.

First Name

Last Name

Signature

Date

By signing below:

- I certify that all information provided for consideration for the Access Award is correct and complete, including my self-declared demographic data. I understand that I may be asked to provide documentation at a future date to substantiate my information and that any misrepresentation of my information may result in the cancellation of my Access Award.

- I agree to participate in the Access Strategy Program and maintain communication with the Office of the Registrar, Aid & Awards to discuss and explore additional opportunities, services and supports available to me.

First Name

Last Name

Signature

Date