



BEST PRACTICE

Publication of Academic Achievements

Right to Information and Protection of Privacy Act
June 2014

*The **purpose** of this Best Practice is to offer guidance to public schools, school districts, universities, community colleges and others that wish to publish the academic achievements of students (such as lists of graduates, student awards, scholarships, etc.).*

That type of information is considered disclosure of personal information of the students and the Act applies.

Publication of Academic Achievements

There is no specific rule that allows public schools, school districts, universities, community colleges or others to make students' personal information public solely on the basis of recognizing their academic achievements (such as lists of graduates, student awards, scholarships, etc.). That information is personal information and it belongs to the individual students; it can only be released, shared or made public **if the student has consented**.

Consent should be in writing, clearly stating the extent of the student's personal information, when, how and with whom the information will be shared.

In the case of students who are minors, consent can be obtained from a parent or guardian; however, if the student is an independent pupil, consent should be obtained directly from the student.

We recommend using a consent form that is simple, setting out the specific details of the personal information intended to be released (e.g. name to be used, specific achievement to be reported, whether information will be published on a website, newspaper, pamphlet, and when it will be published). Then, have the student (or parent or guardian) read the form before it is signed to ensure it is understood and proceed to publish the information.

Students or their parents should have the option to refuse to provide consent; in that case, their names should not be part of the publication.

For more information, please contact us at:

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