



UNIVERSITY OF FREDRITION PRIVACY STATEMENT

1. APPLICATION

The University of Fredericton (the “**University**” or “**UFred**”) is dedicated to protecting the privacy of our community and constituents. This Privacy Policy governs UFred’s collection, use, and disclosure of personal information. By visiting our website located at www.UFred.ca (the “**Website**”), you acknowledge that you accept the practices and policies outlined in this Statement and you hereby consent to the collection, use and disclosure of your personal information in accordance with this Statement.

2. COLLECTION OF PERSONAL INFORMATION

2.1 Students and Prospective Students

“Personal Information” means any information about an identifiable individual. UFred collects the following types of Personal Information from students and prospective students:

- Name and contact information, including address, email address, and phone number;
- Date of birth;
- Education and academic history;
- Professional history;
- Financial information;
- Personal preferences; and
- Personal health information (if provided).

UFred collects personal information from students, prospective students and other individuals for the following purposes:

- Determining admissions eligibility and suitability;
- Determining eligibility for an honour or award, including an honorary degree, scholarship, prize or bursary;
- Administering academic services, including course instruction;
- Contacting students and alumni;
- Ensuring the safety and security of students.

The University collects this information directly from individuals through online forms and the University’s application procedures.

2.2 Website Users and Visitors

When visiting the University of Fredericton website, individuals may choose to provide Personal Information via web form or email when applying for a university program or when requesting



information about a program or service. Any Personal Information that you provide will be protected in accordance with applicable privacy laws and this University of Fredericton Privacy Statement.

Additionally, students and alumni of the University of Fredericton may log in to secured pages on our learning platform using their unique UFred Student login. The student login and the uniform resource locator of the secure page(s) that were visited may be stored in a log.

2.3 Information gathered automatically

UFred logs some information about internet traffic and behavior on its pages. These logs capture information about visitors. The information gathered is non-personally identifying and is used to help staff understand our Internet traffic to help improve the functionality of our website. The information is shared only between university staff and, on occasion, between university staff and those responsible for UFred-hosted websites. Such third parties are bound by confidentiality agreements with the University.

In some instances, the Internet Protocol (IP) address of visitors may allow for individual identification. Please consult with your Internet Service Provider (ISP) to learn more about their handling procedures for IP addresses and related information.

2.4 Cookies

UFred's website and learning platform site use cookies, which are small bits of information sent from our site to your web browser. Cookies enable our website to remember personal page settings to help you better navigate our site. Your individual browser allows you to set your preferences for accepting or rejecting cookies, and will provide the ability for cookies to be deleted as well.

3. STORAGE LOCATION AND TRANSFER OF PERSONAL INFORMATION

UFred stores Personal Information on servers located in Canada/United States. By submitting information, you agree to this transfer, storing or processing of your Personal Information in the U.S. You acknowledge and agree that your Personal Information may be accessible to law enforcement and government agencies in the U.S. under lawful access regimes or court order.

4. DISCLOSURE OF PERSONAL INFORMATION TO THIRD PARTIES

4.1 Service Providers and Business Partners

UFred may from time to time employ other companies and people to perform tasks on our behalf and need to share your information with them to provide the services to you. Unless



UFred tells you differently, such third parties do not have any right to use the Personal Information UFred shares with them beyond what is necessary to assist us. This includes third-party companies and individuals employed by UFred to facilitate and support University services, including the provision of technology maintenance services, database management, web analytics and general improvement of the University services. UFred ensures that such third parties agree to maintain the confidentiality of any Personal Information and Data.

4.2 Business Transfers

If UFred (or substantially all of its assets) are acquired, or if UFred goes out of business, enters bankruptcy, or goes through some other change of control, Personal Information may be made available or otherwise transferred to the new controlling entity, where permitted under applicable law.

4.3 With Your Consent

If UFred needs to use or disclose any Personal Information in a way not identified in this Privacy Statement, UFred will notify you and/or obtain your express consent as required under applicable privacy laws.

4.4 Exceptions

Where required or permitted under law, UFred may disclose your Personal Information to third parties without your consent if we have reason to believe that disclosing this information is necessary to identify, contact or bring legal action against someone who may be causing injury to or interference with (either intentionally or unintentionally) our rights or property, other University community members, or anyone else (including the rights or property of anyone else) that could be harmed by such activities. We may disclose Personal Information when we believe in good faith that such disclosure is required by and in accordance with the law.

5. SECURITY AND RETENTION

The security of your Personal Information is important to the University. UFred uses commercially reasonable efforts to store and maintain your Personal Information in a secure environment. UFred takes technical, contractual, administrative, and physical security steps designed to protect Personal Information that you provide to UFred. UFred has implemented procedures designed to limit the dissemination of your Personal Information to only such designated staff or other permitted persons or companies as are reasonably necessary to carry out the stated purposes UFred has communicated to you.

UFred will keep your Personal Information for as long as it remains necessary for the identified purpose or as required by law, which may extend beyond the termination of our relationship with you. For example, UFred will maintain your academic record even after you are no longer a student at the University. UFred may retain certain data as necessary to prevent fraud or future abuse, or for legitimate business purposes, such as analysis of aggregated, non-personally-identifiable data, account recovery, or if required by law. All retained Personal Information will



remain subject to the terms of this Privacy Statement.

6. ACCESS, CORRECTION AND ACCURACY

You have the right to access the Personal Information UFred holds about you in order to verify the Personal Information UFred has collected in respect to you and to have a general account of our uses of that information. Upon receipt of your written request, UFred will provide you with a copy of your Personal Information, although in certain limited circumstances, UFred may not be able to make all relevant information available to you such as where that information also pertains to another individual. In such circumstances UFred will provide reasons for the denial to you upon request. UFred will endeavor to deal with all requests for access and modifications in a timely manner.

UFred will make every reasonable effort to keep your Personal Information accurate and up to date, and UFred will provide you with mechanisms to update, correct, delete or add to your Personal Information as appropriate. As appropriate, this amended Personal Information will be transmitted to those parties to which UFred is permitted to disclose your information. Having accurate Personal Information about you enables the University to give you the best possible service.

7. CHANGES TO THIS STATEMENT

UFred may amend this Statement from time to time. Use of Personal Information UFred collect is subject to the Statement in effect at the time such information is collected, used or disclosed. If UFred make material changes or changes in the way UFred use Personal Information, UFred will notify you by posting an announcement on our Website or sending you an email prior to the change becoming effective. You are bound by any changes to the Statement when you use the Website after such changes have been first posted.

8. ADDITIONAL INFORMATION:

Questions regarding this Statement should be directed to:

Sarah Chiasson

University of Fredericton, Marketing & Communications Manager

371 Queen Street, Suite 400

Fredericton, NB E3B 1B1

sarah.chiasson@ufred.ca

Toll-free: 1-877-454-6232 ext. 224 | International: 506-454-6232 ext. 224| Fax: 506-455-1675

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