

University of Prince Edward Island	Policy Number: FNDI-009
Policy Title: <b>DISCLOSURE, PROTECTION, AND RETENTION OF STUDENT INFORMATION</b>	Pages - 5
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**1. Purpose**

To ensure the secure storage, appropriate retention, and controlled disclosure of student information within the UPEI Integrated Dietetic Internship Program, safeguarding intern privacy while supporting program administration, compliance with legal and professional standards, and institutional recordkeeping requirements.

**2. Scope**

This policy applies to all student records, including academic, placement, and personal documentation, maintained by the Foods and Nutrition Program for interns enrolled in the UPEI Integrated Dietetic Internship Program.

**3. Responsibilities**

**Professional Practice Coordinator**

- Maintain secure storage, management, and retention of all intern records.
- Control access and disclosure of intern records in accordance with legal, professional, and University requirements.
- Ensure timely secure disposal of short-term or expired records.
- Provide interns with access to their personal file upon request.
- Coordinate transfer of past intern records to the Department of Applied Human Sciences.

**Preceptors and Placement Organizations**

- Maintain confidentiality of evaluation documents and any student information provided for placement purposes.
- Comply with University protocols for receipt, storage, and destruction of student records.

**Foods and Nutrition Program**

- Oversee policies and procedures regarding student information.

- Ensure compliance with provincial legislation, University policies, and professional standards.

## **Department of Applied Human Sciences**

- Securely store records for past interns.
- Retain and dispose of records according to University and program retention guidelines.

## **Interns**

- Submit required documentation in a timely manner.
- Request access to their personal file, if desired.

## **4. Policy**

The University of Prince Edward Island Integrated Dietetic Internship Program is committed to protecting the privacy and confidentiality of student information. All student records and documents created, collected, or shared for the purposes of the program will be managed in accordance with:

- The **Freedom of Information and Protection of Privacy Act (FOIPP)** of Prince Edward Island;
- University of Prince Edward Island policies related to [Access to Information and Protection of Personal Information and Privacy](#); and
- The **Disclosure and Protection of Student Information** provisions outlined in the UPEI Academic Calendar.

Student information will be collected, used, retained, disclosed, and disposed of only for legitimate academic, administrative, and professional purposes and only to the extent permitted by law and policy.

## **5. Procedures**

### **Secure Storage of Records**

The Professional Practice Coordinator is responsible for ensuring that all intern records are stored securely. Records will be maintained in one or more of the following secure formats:

- A locked filing cabinet located in the Professional Practice Coordinator's office; and/or
- Secure, password-protected University-approved electronic storage (e.g., professional OneDrive or Google Drive).

Access to intern records will be limited to authorized individuals who require the information for legitimate program-related purposes.

### **Retention of Records – Successful Completion**

For interns who successfully complete the Dietetic Internship Program, the Professional Practice Coordinator will retain the following documents for a period of **five (5) years** following program completion, for purposes including verification of completion, program review, and reference requests:

- Academic transcripts submitted to the program
- Student placement evaluations (Level I and Level II)
- Final Dietetic Competency Attestation Logbook and Evaluation Forms
- Placement Evaluations
- Exit surveys

After the five-year retention period, only a permanent record of the intern's name, year of completion, and program status (completed) will be retained.

### **Retention of Records – Non-Completion**

For interns who withdraw from or are terminated from the program, the following records will be retained for **five (5) years**:

- Application materials
- Correspondence related to performance, withdrawal, or termination

After five years, only documentation related to the withdrawal or termination decision, along with the intern's name, year, and program status (withdrawn or terminated), will be retained as part of a permanent record.

### **Short-Term Records and Secure Disposal**

The following records are considered short-term and will be securely destroyed **one (1) year** after program completion or withdrawal:

- Immunization records
- Criminal record and vulnerable sector checks
- Supplementary application documentation

Paper records will be shredded, and electronic records will be permanently deleted in accordance with University data security practices.

### **Disclosure to Practicum Placement Organizations**

Where practicum placement organizations require confirmation of immunization status or criminal record and vulnerable sector checks, the Professional Practice Coordinator will provide a letter of attestation confirming that required documentation has been received and is current. Copies of such documentation will be shared only if required by the placement organization and will be transmitted via a secure University-approved electronic platform.

## Sharing of Evaluation Documents with Preceptors

Prior to the start of each placement, preceptors will be informed that intern evaluation documents (including mid-point evaluations and the final Dietetic Competency Attestation Logbook and Evaluation) will be shared electronically by the intern through a secure platform.

Preceptors will be advised that:

- These documents are the property of the intern;
- Documents should not be downloaded or printed without the intern's permission; and
- Any downloaded or printed copies must be securely destroyed following completion of the placement.

Acknowledgement of this protocol will be obtained through completion of the [UPEI Dietetic Internship Preceptor Procedures Acknowledgement Form](#), which must be acknowledged yearly by each preceptor supporting a UPEI Dietetic Intern. Completed acknowledgement forms will be stored securely on the Professional Practice Coordinator's professional drive.

## Current Intern Files

- Includes:
  - Internship application package
  - Signed agreements (Terms and Conditions, Confidentiality, Conflict of Interest)
  - Learning contracts
  - Placement evaluations
  - Certificates of course completion
  - Transcripts
  - Immunization and criminal/vulnerable sector checks
  - Disciplinary letters (if applicable)
  - Letters of reference
- Stored securely in the Professional Practice Coordinator's office and electronic shared drive.

## Past Intern Files

- Transferred to the Department of Applied Human Sciences upon program completion/withdrawal.
- Electronic files remain on the Coordinator's shared drive per retention requirements.
- Successfully completed program: Retain full files **five (5) years**, then reduce to:
  - Final composite summary evaluation
  - Letters of reference
  - All other documentation securely destroyed/deleted
- Withdrawal/termination: Retain all documentation indefinitely, including correspondence and records prepared regarding the decision.

## **6. Review**

This policy will be reviewed annually by the Foods and Nutrition Program to ensure ongoing compliance with University data protection requirements, privacy legislation, and professional standards. Updates and revisions will be communicated to all relevant staff, preceptors, and interns.