

From: _____
To: _____
Subject:
Date:

*Sent on behalf of Gillian Nycum, Registrar and Executive Director, Enrolment Services /
Message de Gillian Nycum, registraire et directrice exécutive, gestion de l'effectif étudiant*

La version française suit.

Dear colleagues,

I would like to take this opportunity to remind all academic, administrative, and support staff of McGill's Information Security Policy. All academic, administrative, and support staff who have access to student information have obligations under Quebec and Canadian law and under University policies with regard to maintaining the confidentiality of student information.

Please take a moment to review the [Information Security Reminder](#) which contains an overview of our responsibilities and legal obligations. It is important to underline that all components of a student's record are confidential and as such we should be limiting the personal information we collect to the strictest minimum possible.

Relevant source documents:

- [An Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information](#);
- [Policy on the Responsible Use of McGill Information Technology Resources](#) that specifies individuals' responsibilities to report information security incidents;
- [Cloud Directive](#) for responsibilities regarding the use of cloud solutions;
- [Secure Use of McGill Administrative Systems Directive](#) which specifically highlights the protections required when working from home.

If you become aware of unsafe practices or system vulnerabilities, notify your department or faculty security delegate immediately.

If you have any questions or concerns, please contact Enrolment Services at sis-security@mcgill.ca.

Kind regards,

Gillian Nycum (she/her)
University Registrar and Executive Director, Enrolment Services

Chers collègues,

Je tiens à rappeler tous les membres du corps enseignant, administratif et de soutien la politique de sécurité de l'information de McGill. Tous les membres du corps enseignement, administratif et de soutien ayant accès à de l'information sur les étudiants qu'ils sont tenus de respecter leurs obligations en vertu des lois canadiennes et québécoises ainsi que des politiques de l'Université en ce qui a trait à la confidentialité de ces renseignements.

Veillez prendre le temps de réviser [le rappel sur la sécurité de l'information](#). Vous y trouverez des renseignements utiles concernant nos responsabilités et obligations légales, notamment le fait que tous les éléments du dossier étudiant sont considérés comme étant confidentiels. En tant que tel, nous devons limiter les informations personnelles que nous recueillons au strict minimum possible.

Documents durt considérés comme étant