

**BRANDON UNIVERSITY
FACULTY OF HEALTH STUDIES**

Subject: E-mail Communication **Date:** November 21, 2016

Program: Master of Psychiatric Nursing **Revised:** January 20, 2017

Reviewed: October 9, 2024

Approved at Faculty

Council: March 4, 2019

PURPOSE:

Students and faculty have a responsibility to adhere to the regulations set out in Manitoba's Freedom of Information and Protection of Privacy Act (FIPPA), provincial legislation enacted to guide and direct how personal information is collected, used and disclosed.

POLICY:

To ensure the safety and security of student information, only Brandon University e-mail addresses will be used for correspondence between Brandon University faculty and students. E-mail sent between faculty and students may be included as part of a student's record.