

Complete Policy Title:  
**Background Check Policy  
- Students/Alumni**

Policy Number (if applicable):

Approved by:  
**President**

Date of Most Recent Approval:  
**July 1, 2017**

Date of Original Approval(s):  
**June 16, 2015**

Supersedes/Amends Policy dated:  
**June 16, 2015**

Responsible Executive:  
**University Privacy Officer**

Enquiries:  
[University Secretariat](#)

**DISCLAIMER:** *If there is a Discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails.*

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## PURPOSE

The purpose of this Policy is to outline clearly the limits within which the University will respond to a request for the personal information of a student/alumnus in relation to a background check.

McMaster University regularly receives requests from third parties conducting background checks for records in respect of its students or alumni. As an institution subject to the *Freedom of Information and Protection of Privacy Act*, RSO 1990, McMaster takes seriously its responsibilities regarding the disclosure of personal information in response to such requests. While these requests are normally accompanied by a consent form, such forms are often broadly drafted and do not describe records with sufficient specificity.

## POLICY

Absent the specific and express identification of a particular record within the written consent from the person to whom the personal information relates, McMaster University will neither confirm nor deny the existence of any records relating to the individual subject of the background check. Such records include but are not limited to, Security Services reports, and records under the following policies: *Academic Integrity Policy*, *Research Integrity Policy*, and *Code of Student Rights and Responsibilities*.

Requests for student transcripts are outside the scope of this Policy and are to be addressed by a student or alumnus to the Office of the Registrar.

Student transcripts may contain notations for sanctions under the *Academic Integrity Policy*, *Research Integrity Policy*, or *Code of Student Rights and Responsibilities*. The removal of these notations is governed by the *Transcript Notation – Removal Process*.

McMaster may, at its sole discretion and without advising a third party requester, contact the party to whom personal information relates to confirm the scope of any individual consent.