

POLICY NAME	Identification Policy for Access to Properties Owned, Occupied or Used by the University
Approving Body	Board of Governors
Initial Approval Date	April 23, 2026
Date of last review	
Date of next review	2029
Executive Sponsor	Vice-President (Administration and Finance)

Related Documents	Statement of Principles Concerning Freedom of Expression and Peaceful Assembly Charter of Students' Rights
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Preamble

McGill University is an open and accessible institution with multiple campuses. It is also private property and has a duty to maintain the integrity of its academic mission, the application of its policies, and the safety and security of its community. Accordingly, the University may, in the circumstances described below, request the identity of individuals using the properties that it owns, occupies, or uses for its operations and activities, in accordance with the terms of this Policy.

This Policy establishes a framework for requesting the identification of persons on properties that the University owns, occupies, or uses for its operations and activities. It is based on, and must be interpreted considering the following principles:

- Identification for Legitimate Purposes:** McGill University has a legitimate interest in being able to identify persons on property that it owns, occupies, or uses for its operations and activities, with the purposes of ensuring access is granted to intended members of the McGill community and to maintain campus safety. As outlined in Section 4.1, a legitimate purpose under this Policy is one that is specific, objective, and directly connected to a University activity, space, service, or addresses a safety, security or protection of property concern.
- Transparency:** McGill University must communicate requirements related to requesting identification regularly, promptly, and clearly.
- Proportionality:** Identification requests should be balanced against the necessity of making such requests to ensure the safety and security of the University and to fulfill a legitimate purpose as outlined in Section 4.1.
- Personal autonomy, equity and accessibility:** McGill University will require that a person identify themselves only if required for a legitimate purpose under this Policy,

and such requests must be made in a manner that respects individual dignity, accessibility needs, and equity considerations. Proper application of this principle implies appropriate awareness by and training of Authorized Personnel (as defined in section 3.1) about this Policy, including training related to non-discrimination, de-escalation, accessibility and the duty to accommodate.

1. Scope

1.1 This Policy applies to all persons present on or accessing property, facilities or resources owned, occupied, or used by McGill university for its operations and activities.

1.2 This Policy applies to both physical spaces and virtual (online) resources owned, occupied, or used by the University for its operations and activities.

1.3 For clarity, University space may include:

- (i) Publicly accessible outdoor and indoor areas during normal operating hours (e.g., public lectures, libraries, lobbies) where identification requests are not ordinarily expected, except in circumstances described in section 4.1; and
- (ii) Restricted-access areas or activities (e.g., examinations, laboratories, controlled-access events, after-hours buildings), where identification may be required for access.

The University may, from time to time, restrict access to areas that are ordinarily publicly accessible, including outdoor spaces, where necessary for safety, security, operational needs, or other legitimate purposes.

2. Identification (ID) Cards

2.1 All persons who have been issued a McGill ID card are required to carry this card while on property that the University owns, occupies, or uses for its operations and activities, to facilitate identification when asked. Where a community member is unable to show their McGill ID card, reasonable alternative verification may be accepted such as digital proof of registration or enrolment and valid government-issued identification.

2.2 Persons who have not been issued a McGill ID card, including casual or temporary staff, contractors, and visitors, are required to carry valid government-issued identification while on property that the University owns, occupies, or uses for its operations and activities, to facilitate identification when asked.

3. Identification Requests by Authorized Personnel

3.1. For the purposes of this Policy, “Authorized Personnel” means exam invigilators, campus security, and faculty or staff acting in an official capacity and who are responsible for an event, academic and non-academic activity, service, or restricted-

access space at that moment. Identification may be requested only in relation to the specific activity, service, or space the Authorized Personnel is responsible for at that time and only for the purposes outlined in section 4.1.

- 3.2. Requesting identification is a right, not a duty, for non-security personnel. Where Authorized Personnel assesses that making an identification request could escalate a situation or compromise their own safety or the safety of others, they should refrain from making the request and must promptly contact Campus Security Services.
- 3.3. Where Authorized Personnel are uncertain whether a situation meets the criteria for requesting identification outlined in Section 4.1, they must refrain from making an identification request and must promptly contact Campus Security Services, who will assess the situation and determine the appropriate course of action.
- 3.4. In order to reduce the risk of impersonation, when making an identification request, Authorized Personnel must identify themselves and, if asked, confirm their role at the University.

4. Requesting Identification

- 4.1. Authorized Personnel may request a person to identify themselves where necessary or appropriate to uphold:
 - (i) the integrity of the University's academic and non-academic activities, operations or services;
 - (ii) University policies;
 - (iii) the physical safety of members of the McGill community and any other persons on McGill's campuses; or
 - (iv) The physical integrity of McGill's property.

Such requests should be directly connected to:

- (i) verifying eligibility to participate in an academic assessment or to access restricted academic resources (e.g. examinations or upholding McGill's [policy](#) prohibiting course auditing);
- (ii) confirming authorization to enter or remain in a restricted space (including after-hours controlled access);
- (iii) confirming registration for a controlled-access event or appointment (including on-campus health-related or other private appointments);
- (iv) responding to a safety, security or protection of property concern in the reasonable assessment of the Authorized Personnel; or
- (v) responding to an apparent contravention of a specific University rule that governs access to a restricted space or service.

An “apparent” contravention refers to observable facts or circumstances that would lead an Authorized Personnel, acting in good faith and within the scope of their role, to believe that a specific access rule or requirement may not have been met,

- 4.2. Refusal to provide identification when asked cannot lead to an investigation and disciplinary measures under the University’s applicable policies.
- 4.3. Nothing in this Policy shall be construed to limit or abridge rights granted under other McGill policies, including the *Charter of Students’ Rights* and the *Statement of Principles Concerning Freedom of Expression and Peaceful Assembly*. Peaceful protest conducted in compliance with University policies and the law, shall not in itself constitute grounds for requesting identification.
- 4.4. Requesting one’s identity under this Policy requires a person to produce their McGill ID card. Where a person is a visitor to campus or is a McGill community member who has not been issued a McGill ID card, they will be required to produce other valid identification and will be permitted to remain on campus in settings open to the public (e.g., University Libraries, public lectures) or to which they have been given explicit permission to access, provided they abide by University policies.
- 4.5. If, in the context of this Policy, a person is wearing a mask or other face-covering they must, when asked, temporarily remove their mask or face-covering and produce valid identification upon request by Authorized Personnel, unless they cannot remove their mask or face-covering for medical, disability-related or religious reasons. In such cases, alternative verification methods must be offered in accordance with the University’s duty to accommodate.
- 4.6. A person who is asked to temporarily remove their mask or other face-covering to validate their identity in accordance with this Policy may request that this be done in a private setting by a person of a particular gender. The availability of this provision must be clearly stated by the Authorized Personnel when requesting an individual to temporarily remove their mask or face covering. Where a person is unable to remove their mask or face-covering for medical, disability-related or religious reasons, Authorized Personnel must offer reasonable alternative verification methods, as described in Section 2.1, in keeping with the University’s duty to accommodate.

Any person who refuses to produce identification when asked pursuant to this Policy may be refused access to University services, or activities. They may further be asked or compelled to leave University premises.

- 4.7. Where an individual disagrees, in the moment, with a determination made under this Policy, they may request that the matter be escalated. Exam invigilators, faculty or

staff must refer such requests to Campus Security Services, and Campus Security Services members can, where appropriate, refer the matter to a security supervisor for immediate review.

5. Compliance and Enforcement

- 5.1.** Non-compliance with this Policy may result in reporting to campus security and/or in restricted access to, or removal from, University facilities, properties and/or resources, or activities. Any access limitation or refusal arising from an identification request under this Policy applies only to the specific space, service, resource, or activity for which identification was requested, and for the duration necessary to address that specific purpose. It does not constitute a general exclusion from University campuses, services, resources, or activities. This Policy does not abridge any individual's rights to pursue applicable grievance procedures or legal recourses.

6. Privacy, Training, and Accountability

- 6.1.** Authorized Personnel should verify identification by viewing it and must not retain identification documents. Information from identification must not be recorded, except where necessary for an incident report or access-control record, and in such cases only the minimum necessary information may be documented.
- 6.2.** The University will ensure that Authorized Personnel receive training that is appropriate to their specific role and responsibilities in connection with this Policy. Training will include legitimate purpose and limits, de-escalation and safety guidelines, equity, anti-profiling, and accessibility obligations, language access expectations, and privacy expectations for handling identification. Training expectations will be proportionate to the nature and frequency of identification requests the role is authorized to make.
- 6.3.** Concerns, appeals, or complaints regarding enforcement of this Policy may be reported through the appropriate channels for student or staff grievances and complaints. The University will periodically review reported concerns to identify patterns, inform training, and support accountability for misuse.

7. Review

- 7.1.** A review of this Policy shall be conducted by the Vice-President (Administration and Finance) at least every three (3) years, or more frequently where required to ensure alignment with applicable laws, University policies, and best practices. This review will include a consultation with Senate.

Legislative History

Board of Governors April 23, 2026

Minute 15.1.2