



## **Policy Name: UGME Policy on Confidentiality of Personal and Program Information**

**Approved By:** MDCM Program Committee

**Approved On:** August 7, 2017

**Last Updated:** June 25, 2019

**Pertinent to:** Students

**Purpose:** Define confidentiality of personal and program information as outlined by the MDCM program committee.

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### **UGME Policy on Confidentiality of Personal and Program Information**

The UGME Office and the MDCM Program respect the requirements for Confidentiality of personal information and access to documents, as outlined at:

[https://www.mcgill.ca/study/2019-2020/university\\_regulations\\_and\\_resources/undergraduate/gi\\_policy\\_concerning\\_access\\_records](https://www.mcgill.ca/study/2019-2020/university_regulations_and_resources/undergraduate/gi_policy_concerning_access_records) and <https://www.mcgill.ca/secretariat/access-information>.

#### **Student records**

Student information is confidential and should only be accessed in support of legitimate McGill business processes or with the explicit permission of the student. Individuals who access a student's information in a professional capacity are expected to access only information they legitimately require to fulfill their functions, and are not permitted to use this information for any other purpose (e.g., personal, commercial) without the student's consent.

A student's personal information (e.g., student number, CMQ number, contact information) is accessed by faculty and staff of the UGME Office and clinical training sites as required for student participation in the MDCM Program. Student information is shared with third parties as specified in the contract signed by the student at the time of admission to the MDCM Program. Individuals are granted access to student information on a need-to-know basis; an individual has access to the information s/he requires to perform his/her functions with respect to medical students and ensure student education, student safety and patient safety throughout the MDCM Program.

A student's academic record is accessible by a limited number of faculty and staff in the normal course of student participation in the MDCM Program. When student performance data is reviewed and discussed at committees, this is done in aggregate and/or denormalized form (i.e., without student identifying information), except in cases where the committee is empowered to make decisions about an individual student's standing in the MDCM Program or in a specific course (e.g., the Student Promotions Committee). In such cases, other students are excluded from these discussions and do not have access to the academic record.

To avoid perceived conflicts of interest in assessment and supervision, students are encouraged to reveal personal information related to health and wellness to the WELL Office (UGME Student Affairs

Office) and not to the UGME Office. Personal information that a student submits to, or discusses with, the WELL Office is kept exclusively by that Office. Faculty and staff of the UGME Office do not have access to WELL Office files; the WELL Office may only share student information with the student's consent. A physician who has provided medical care to a student (e.g., at Student Health Services, Psychiatric Services, Counselling Services, or in his/her office, clinic or hospital practice) may teach and/or supervise this student. However, he/she should recuse him/herself from assessing the medical student whenever a perceived conflict of interest exists. A student has the right to require the UGME Office to ensure that the healthcare provider recuses him/herself from subsequent academic assessment.

### Program records

Wherever reasonable, minutes of certain UGME Committees (e.g., the MDCM Program Committee) will be available to the McGill community through a password-protected website. Minutes will follow best practices at McGill University.

Even where meeting minutes are posted, the detailed proceedings of UGME Committees and Subcommittees are considered to be confidential, in order to ensure the autonomy of committee members. Members of a committee must not share details (e.g., another individual's position on an agenda item; committee documents, reports or position papers; specific details about individual students, staff, or faculty) revealed in the course of committee business. However, committee members representing a constituency (e.g., a student representative, representative from or to another group or body), are expected to report to and seek input from this constituency regarding agenda items. This may require the representative to speak of different perspectives raised by the committee members or his/her constituents, without revealing the individual source(s) of these perspectives. Personal information discussed at committees must not be shared outside the committee.

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