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<b>Type:</b>	C – Institutional	<b>Last Approved:</b> Nov., 26, 2009
<b>Executive Responsibility:</b>	President; Vice-President Academic & Provost	<b>Next Review:</b> May, 2016
<b>Administrative Responsibility:</b>	Vice-President Academic & Provost; Executive Director, Student Services; Manager, Human Resources	<b>Procedure:</b>

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STATEMENT:

The University will comply with all legal requirements concerning officers' rights of access to University records and information. This will include, but may not be limited to, officers of the R.C.M.P., Sheriff's Departments, and Revenue Canada.

All enquiries related to students will be directed to the Executive Director, Student Services.

All enquiries related to employees will be directed to the Manager, Human Resources.

All other enquiries will be directed to the President or to the Vice-President, Academic & Provost.

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