

APPENDIX II – Confidentiality of student files

Pursuant to the *Act Respecting Access to Documents Held by Public Bodies and the Protection of Personal Information*, any personal information provided to École Polytechnique by you or by a third party on your behalf is considered confidential, as is any information about you kept on file by the school. Only the École Polytechnique staff (services and departments) responsible for managing your studies will use this information.

The information requested is vital to managing your application for the purposes of admission and/or registration. Refusal to supply any obligatory information will result in the cancellation of your application. (Note that omitting any obligatory fields in the online application will make it impossible to submit the application.) The information requested pertains to the following statements:

- I authorize the Quebec educational institutions I have attended, as well as the Ministère de l'Éducation, du Loisir et du Sport (MELS) to transmit, through the Conférence des recteurs et des principaux des universités du Québec (CRÉPUQ), my academic results to École Polytechnique.
- I authorize the foreign educational institutions (outside Québec) I have attended to transmit directly my academic results to École Polytechnique.
- École Polytechnique has informed me that the information needed to create and validate the permanent code will be transmitted to the Ministère de l'Éducation under an agreement authorized by the Commission d'accès à l'information. This information may be subject to verification by the Directeur de l'état civil.
- I authorize École Polytechnique to transmit to the Conférence des recteurs et des principaux des universités du Québec (CRÉPUQ) the information required to manage admissions and to produce statistics that may entail the linkage of institutional files.
- I acknowledge that the information needed to manage admissions by the institution attended along with information on my citizenship status to establish my tuition fees may be subject to validation by the MELS.
- I authorize, where relevant, the Ministère de l'Immigration et des Communautés culturelles to confirm to École Polytechnique the delivery of a Certificat d'acceptation du Québec (CAQ) in my name.
- I declare that all information provided on the admission form and in the documents supplied (or to come) is true, correct, and complete in every respect.

Note that we are bound by law to submit to a student association (one that is recognized by law and that represents you) the following information: your family and given names, address, telephone number, e-mail address and program of study.

Various organizations, associations or individuals may ask us to provide lists or reports that contain personal information. Please review the list below. If you do not object to the transmission of the information described, check the appropriate box in the admission form to authorize the transmission of said information. If, however, you do object to the transmission of such information, check off the information you object to having transmitted on the statement of objection below. Detach and sign this form and include it with your application. Once you have registered at École Polytechnique, you may access the list of objections at any time and modify it as you want.

Under the federal *Privacy Act*, individuals have the right to access personal information concerning them contained in federal government databases, including Statistics Canada. Students who do not want their personal information to be used may ask Statistics Canada to remove it from the national databases.

STATEMENT OF OBJECTION (Do not submit if you have no objection)

I object to the transmission of my family name(s) and given name(s), address, telephone number, e-mail address if applicable, date of birth, course of study, level of study and status at École Polytechnique.

Check the appropriate section(s):

- a)** *To the student association representing me, for the purpose of publishing the student directory;*
- b)** *To an organization or business, for the purpose of recruiting students and graduates or the dissemination of non-commercial information;*
- c)** *To the establishment where I completed my studies;*
- d)** *To the Ordre des ingénieurs du Québec;*
- e)** *To the Association des diplômés de l'École Polytechnique, for the purpose of communicating with me;*
- f)** *In the case of a foreign student, to the Government of Canada, the Government of Québec, the granting agency or an official representative of my country, for the purpose of confirming my status at École Polytechnique or regarding the issue of a Certificat d'acceptation du Québec in my name by the Ministère de l'Immigration et des Communautés culturelles;*
- g)** *To a granting agency or enterprise information that makes it possible to establish my eligibility for or participation in the subsidized activity or my eligibility for a scholarship;*
- h)** *To a university researcher, on a confidential basis, for the purpose of pursuing his/her research;*
- i)** *To the Fondation de Polytechnique for the purpose of providing me with information or solicit donations.*

Family name(s): _____ Given name(s): _____

Signature: _____ Date: _____