

FACULTY OF HEALTH STUDIES

Subject:	E-mail Communication	Date:	November 21, 2016
Department:	Nursing/Psychiatric Nursing	Revised:	September 22, 2020
Program:	Bachelor of Nursing Bachelor of Science in Psychiatric Nursing	Reviewed:	September 28, 2020

PURPOSE:

Students and faculty have a responsibility to adhere to the regulations set out in Manitoba's Freedom of Information and Protection of Privacy Act (FIPPA), provincial legislation enacted to guide and direct how personal information is collected, used and disclosed.

POLICY:

To ensure the safety and security of student information, only Brandon University e-mail addresses will be used for correspondence between Brandon University faculty and students. E-mail sent between faculty and students may be included as part of a student's record.

In accordance with the direction provided in each student's acceptance letter to Brandon University, students need to check their Brandon University webmail/email regularly (i.e., daily).