

**BRANDON UNIVERSITY  
FACULTY OF HEALTH STUDIES**

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**Subject:** E-mail Communication                      **Date:**                      **November 21, 2016**

**Program:** Master of Psychiatric Nursing                      **Revised:**                      **January 20, 2017**

**Reviewed:**                      **October 9, 2024**

**Approved at Faculty**

**Council:**                      **March 4, 2019**

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**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.