

AD.1.1.1 Personal Information Schedule B

Disclosure of Student Information in an Emergency

1. In accordance with Section 20 of Alberta's *Protection of Privacy Act* (POPA), the personal information of an individual may be disclosed without their consent when:
 - The disclosure of the information is necessary to respond to an emergency that threatens the life, health or security of an individual or the public; and/or
 - The disclosure of the information is for the purposes of contacting the next of kin or a friend of an injured, ill or deceased individual;

2. The Office of the Registrar may provide the following information in the event of an emergency or urgent situation involving a SAIT student:
 - Student name/alias and SAIT ID number;
 - Student permanent and local address;
 - Student permanent and local phone number;
 - Student's emergency contact name and number;
 - Student's SAIT email and preferred email address; and/or
 - Student's schedule

3. This information can be provided to any of the following individuals, without the need to involve a Team Lead, Supervisor and/or Manager:
 - A SAIT staff member, to include SAIT's Peace Officers; and/or
 - A member of Allied Security (contracted to work at SAIT)

4. An emergency includes an immediate perceived threat to the safety and/or security of a SAIT student, the SAIT community and/or an unaccompanied minor of a SAIT student located on SAIT property.