



## BearsDen Privileges & Privacy Policies

### Overview

As an executive officer for your student group, you will receive additional privileges on BearsDen, which will grant you additional administrative access on your page. As such, you will have higher-level responsibility and will need to familiarize yourself with the following information to ensure you know what is and isn't acceptable.

### BearsDen Student Group Page

To access the roster on BearsDen:

1. Log into BearsDen
  2. Click on the grid in top right of page, choose "Manage"
  3. Click on your student group under "My memberships"
  4. Click on the three lines on the top left of the page, choose "Roster"
- As an executive member, you have the ability to
    - Manage the roster of your student group
    - Upload images and documents
    - Submit events for approval
    - Create forms to collect feedback or information from members
    - Organize elections through your group's page
    - Send emails to all members on BearsDen
  - Take advantage of everything BearsDen can offer your group and customize it to best represent you group!

### Access to personal information of group members

- Understand that all personal information of student group members is confidential. This means you should never ask your group members for sensitive information, including Social Insurance Number, Health Care Number, or Passport Number.
  - **Why not?** Collecting personal information of group members violates their privacy and goes against the [Freedom of Information and Protection of Privacy Act](#) ("FOIPP Act").
  - **What can you ask for?** You can collect their email addresses, but you shouldn't ask for their student ID numbers. If you need help verifying members' student statuses, let SGS know and we can help!
- The Information you collect from group members should only be used within the scope of your position's regular responsibilities and only for the purpose of operating your student group.
  - You should **never share or distribute** personal information with anyone outside of your group (unless required to by provincial or federal law) and only share the information within the group to fulfill the purposes of the group.



# STUDENT GROUP SERVICES

- **What does this mean?** If your VP Events needs a list of the graduating members of your group so they can recognize them at the year-end banquet, you can pass along their information because it is within regular practices of your group. If your uncle is looking for people to work at his company, it is **not okay** send him a list of your group members email addresses without their permission.

## BearsDen System Privileges

- Ensure that content posted on your group's BearsDen page is appropriate and does not violate any University of Alberta regulations, policies and procedures.
- Do not provide administrative access to any individual not currently serving as an executive officer or advisor.
- Keep any documents or records containing personal information that you have printed from BearsDen in a safe location. When you are no longer an executive of your group, be sure to transfer these documents or records to one of the new executive officers, or destroy the.
- If you are aware of any security breach of the information contained on BearsDen, please notify the University's Office of the Dean of Students immediately.
- Ensure that all information and records on BearsDen are true. Never create any false records on BearsDen.