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THE UNIVERSITY OF BRITISH COLUMBIA



UBC Midwifery Email and Communications Policy

The University of British Columbia's (UBC) Midwifery Program (BMw) and its Internationally Educated Midwives Bridging Program (IEMBP) are jointly referred to as "UBC Midwifery." UBC Midwifery follows all UBC regulatory requirements.

UBC email system and privacy requirements

UBC requires students (and staff and faculty) to use UBC email systems to fulfill their requirements to keep data safe. "Work purposes and work email" refers to all student, staff, and faculty UBC related email communications. Under the "data residency requirements" of the *Freedom of Information and Protection of Privacy Act* (FIPPA), UBC must ensure that personal information in its custody or control is stored and accessed in Canada. For this reason, Information Security Standard U3 (Transmission and Sharing of UBC Electronic Information) restricts the use of email accounts hosted outside Canada (e.g., Gmail, Hotmail, Yahoo, iCloud) for work purposes, as many work emails contain personal information, such as information about students or personnel information about UBC faculty and staff.

While the use of a Canadian-hosted email account (e.g., Shaw) does not contravene the data residency requirements of the FIPPA, such **non-UBC email systems must not be used because they do not comply with UBC's security and records management standards**. The use of external email accounts is not consistent with the security measures UBC has in place to protect students, faculty, staff and UBC computer systems.

UBC Midwifery email requirements

Email is the principal mode of communication for the Midwifery Program. Students must use their UBC emails for all email correspondence related to UBC Midwifery. Students are responsible for checking their email **regularly**, as program announcements and other key information will be distributed via this method of communication **only**.

Communication will be written in Business English whenever possible.



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Students are ambassadors of UBC Midwifery within and outside of the University. They are, therefore, expected to communicate professionally with members of the University community and with Clinical Faculty, guest instructors, etc. For an understanding of who best to contact for some specific communications, please see the [Student Communication Flow Sheet](#).

Please refer to the [UBC Learning Commons](#) for more information on Email Etiquette.

Please review the following:

UBC EMAIL, PRIVACY AND STORAGE

- <https://universitycounsel.ubc.ca/files/2022/06/Fact-Sheet-Privacy-of-Email-Systems.pdf>
- <https://privacymatters.ubc.ca/>
- <https://privacymatters.ubc.ca/share-files-securely#why-can-i-not-use-dropbox-or-google-drive-to-share-ubc-data>

UBC STUDENT EMAIL SERVICE

Further information, and support, for UBC student email services can be found on the [UBC Student Email Service](#) page. Here you will find access to UBC services, including Microsoft Teams and OneDrive as well setup documents for your devices.