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 accepted.

**BearsDen Privileges & Privacy Policies**

**☐ BEARSDEN STUDENT GROUP PAGE - (BearsDen > Your Group’s Page > Left Hand Column)**

- As an executive member, you have the ability to: manage the roster of your student group, manage visual images, upload documents, advertise events, create forms to collect required information or feedback from members, and organize annual elections through your student group’s page on BearsDen. Take advantage of everything BearsDen can offer your group and customize it to best represent your 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.
  - **What Can You Ask For?** You can still collect their email addresses, but you shouldn’t be asking members 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 purposes 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
  - **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 the regular practices of your group. If your uncle is looking for people to work at his company, it is not okay to send him a list of your group member’s email addresses without their permission first.

**☐ BEARSDEN SYSTEM PRIVILEGES**

- Ensure that content posted on your group’s BearsDen page is appropriate and does not contravene 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 them.
- 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 record on BearsDen.