Retention of Data in UM Learn

With the implementation of Desire2Learn software (UM Learn), records retention guidelines have been established in order to better manage the system and ensure its continuing efficiency and compliance with privacy regulations. The following retention guidelines have been developed in conjunction with the Access and Privacy Office, based on the function and use of the information in the system. If you have any questions about the length of these retention guidelines and their determining factors, please contact the University Records Manager at fippa@umanitoba.ca.

What is the ongoing retention of courses set up in UM Learn?

Course content will be maintained in UM Learn for 3 years following the time that they were last accessed or modified. If you continue to use the course, or if you modify and migrate the data into a new course offering, it will not be deleted. However, it is still strongly recommended that each instructor maintain a back-up file of all their course content for their own reference.

What is the retention for student coursework?

Student coursework will be retained for 90 days after the last day of the Appeal Period. For example, the first term (fall) appeal period ends 15 days after the start of the winter term. For a complete list of appeal periods, please reference the Examination Regulations Policy. The appeal period and calendar dates for each year are also outlined in the Academic Calendar and Catalogue.

What if a student launches a grade or term work appeal for a course in UM Learn?

In the event that a grade is appealed, the instructor and/or their department must submit a service request to servicedesk@umanitoba.ca. Please provide all details pertaining to the course, including the name of the course, the term and the section impacted. You must also notify them when the appeal has been resolved. Both the course content and the student coursework will be held within the system for 2 years following the conclusion of the appeal.

For Further Information:

- Contact the Access and Privacy Office, 233 Elizabeth Dafoe Library, 204.474.9462, fippa@umanitoba.ca