

Policy on Privacy

CATEGORY: Student – Administrative

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REVIEW REQUIREMENTS: Every two (2) years

APPROVED BY: President

Policy Purpose

The *Policy on Privacy* is in accordance with the Province of British Columbia's *Personal Information Protection Act*, and outlines the regulations and College's practices regarding the collection, usage, and distribution of any personal information.

Scope

This policy applies to all applicants, all individuals employed by the College, and any other individuals acting as representatives, or holding a titular position of the College.

Policy

1. COLLECTION AND USE OF INFORMATION

- 1.1. The College collects and uses students' information for the following purposes:
 - 1.1.1. To assess applicants' eligibility for admission to the College;
 - 1.1.2. To enroll students in Programs or Courses;
 - 1.1.3. To record students' academic results; and
 - 1.1.4. To maintain student academic files, as per the requirements of the *Private Institute Training Regulation*.

2. THIRD PARTY DISCLOSURE

- 2.1. The College will sometimes be required to disclose certain personal information to a third party for purposes, such as arranging external examinations.
- 2.2. The College is legally required to disclose personal information if presented with a court order.
- 2.3. The College website contains hyperlinks to third party websites; however, the College is not responsible for the privacy practices employed by these third-party websites.

Policy Notes

This policy consolidates the measures included in, and replaces, the following archived policies of the College:

- Policy #1012 – Student Privacy Policy

ACCOMPANYING POLICIES: This policy is a part of a suite of administrative oriented policies under the Student Policies category.