



PRIVACY AND RELEASE OF INFORMATION POLICY

Responsibility

All employees and contractors of the school.

Policy

The personal information on any school form consisting of a student's name, date of birth, gender, and postal code of the last known permanent address may be used to verify or assign a British Columbia Personal Education Number (PEN) to students.

The main use of the PEN is to measure participation of the population in the post-secondary sector and for program research or evaluation. Other uses of personal information may include purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, or other requirements. For research purposes, any information disclosed will be in a non-identifiable form.

In accordance with Part 4(10)(1)(a) of the Personal Information Protection Act, we hereby notify you that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Training Institutions Branch (PTIB) for the purpose of administering the Student Training Completion Fund.

This information is collected by PTIB under section 26 of the Freedom of Information and Protection of Privacy Act. We also advise you that upon completion of your program of study or other termination from the program, your academic record (consisting of copies of your transcript and diploma - if issued) and your signed contract, will be stored for the purpose of maintaining an academic record archive on an electronic system as per the requirements of the PTIB Bylaws. The personal information collected will only be used for the purpose for which it was originally collected or for a use consistent with that purpose, unless the student consents to other use. Under the Personal Information Protection Act students are entitled to access their student file.