



CONFIDENTIAL INFORMATION AND PRIVACY POLICY

Effective:	February 1, 2025
Responsibility:	All Staff, All Instructors, Senior Educational Administrator
Date of Last Revision:	January 20, 2025

Policy Purpose

The College collects, uses, retains and discloses information in accordance with the Personal Information Protection Act (“PIPA”). The College may share and disclose personal information within the institution and related stakeholders to carry out its mandate and operations. Information, in aggregate form only, may also be used for research purposes and statistics. This policy outlines the collection, storage and protection of confidential or private information.

Student records

A student’s record includes a student’s identity information/documents, enrolment contract, evidence a student has met all admission requirements, financial records, attendance records, test records, documentation of any dispute, grade appeals or dismissal and copies of study permits.

The College retains student records for a period of seven (7) years following the student's withdrawal, dismissal or graduation. The College will not release student records to any third parties without written authorization, unless otherwise required by law. After seven years, the student record is destroyed using a secure destruction method.

Within 60 days of a student completing, withdrawing or being dismissed from a program of study, the College will upload (to an approved third-party vendor) a copy of the student's enrollment contract, transcript and diploma or certificate (if any). These records will be retained for a period of fifty-five (55) years.

Access to student’s records

Student records will be maintained in a secure storage medium in a secure location. Upon written requests, a student may access his/her records.

The College may be required by law or regulation to provide student information to external entities – for example, The Private Training Institutions Regulatory Unit (PTIRU); Immigration, Refugees and Citizenship Canada (IRCC); Student Aid BC (SABC), Canada Revenue Agency (CRA) and so forth.