



Policy #:	1-01
Name of Institution:	Valemount College
Institution Number:	04328
Name of Policy:	Privacy Policy-Personal Information Privacy Protection (PIPA) and Freedom of Information and Privacy Protection Act (FOIPPA).
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Category:	Student Policies

## FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY & PERSONAL INFORMATION PROTECTION

### POLICY STATEMENT

Valemount College complies in full with the provisions of the Freedom of Information and Protection of Privacy Act, [RSBC 1996] Chapter 165 (FOIPPA) and the Personal Information Protection Act [SBC 2003] Chapter 63 (PIPA), by providing a legal right of access to records in the custody of, or under the control of the College, while at the same time preventing the unauthorized collection, use or disclosure of personal information.

### PURPOSE STATEMENT

This is an enabling policy which complies with the Freedom of Information and Protection of Privacy Act, [RSBC 1996] Chapter 165 and the Personal Information Protection Act [SBC 2003] Chapter 63 (PIPA). Valemount College designates the College Director as Head of the Institution.

### GUIDELINES

Valemount College employees will manage the creation, storage and disposition of records, as well as manage requests for access to records, as required under the Freedom of Information and Protection of Privacy Act (FOIPPA) and the Personal Information Protection Act [SBC 2003] Chapter 63 (PIPA). This policy applies to the Valemount College community and includes all students enrolled at Valemount College, employees, individuals acting as representatives and others involved with the college community. Valemount College reserves the right to charge fees for requests for records in compliance with the provisions of the PIPA and FOIPPA.

Valemount College will collect students' personal information for the following reasons:

#### 1. COLLECTION OF INFORMATION

- In order to serve and enrol students in a program or course, record their results and undertake other college related duties, VC requires personal information from its students. Without this information, VC cannot accept enrolments from students.
- To maintain student records as required by PTIB.
- To keep students/graduates informed of activities of the College.
- VC will only ask for certain personal information from students that is related to the VC. Examples may include the student's: name, address, email address, contact telephone number and other information required for enrolment and administrative purposes.
- For students enrolled in a full program of study, Valemount College will retain a student file for a period of seven (7) years and the file will be accessible to PTIB upon request.
- These files must include the enrollment contract, results of any entrance examinations, evidence of having met admission requirements, the student's transcripts, and financial records including payment records, any refund, student dispute and/or dismissal information and a copy of any study permits where applicable.

#### 2. THIRD PARTY DISCLOSURE

- VC will sometimes be required to disclose certain personal information to a third party for college related purposes. Examples may include circumstances where the college must arrange external examinations, comply with court

requests or requests of a legal nature, issue T2202As in accordance with the Canada Revenue Agency and/or as a by-product of our webpage and Google that automatically provide links and information to other websites (please read the privacy statement on the VC website) and in other circumstance.

A student record must be stored with a vendor within 60 days of completion of a student's full program of study or the withdrawal or dismissal of the student.

Valemount College will upload an electronic copy of the student's contract, transcripts and credentials (if any) to an approved third-party vendor.

These records will be retained for a period of fifty-five (55) years by the third-party vendor.

Valemount College will provide a copy of a signed contract with a vendor acceptable to PTIB, providing secure off-site storage.

A full student record is not required for students registering in a Short Duration Program (any program that does not require program approval by the PTIB).

Rather, the following must be kept for the duration of the program and 8 months beyond:

1. Enrollment Contract
2. Financial Records including payment and refund records
3. Documentation of any disputes, grade appeals, or dismissal

Student records for Short Duration Programs are not required to be archived following completion of the program.

#### Procedure for maintaining student files:

1. Student personal information is collected throughout the student's attendance at the institution. All required information regarding the student is placed in the student file.
2. Student files containing personal information are safely stored in locking file cabinets and access to the student files is limited to the appropriate administrative staff, the College Director, and the Executive Assistant.
3. When a student leaves the College either by withdrawal, dismissal or graduation, a transcript is prepared showing the marks achieved in the courses completed. If the student has completed all courses within the program of study, a program credential is also prepared. The College Director signs these documents, and copies of the signed documents are placed in the student file.
4. Within 60 days of the student leaving Valemount College, student records are uploaded electronically to a third-party vendor and the hard copies are sent an additional third-party vendor for long-term storage.

#### Procedure for student access to the information on file:

1. Students wishing to access the information in the student file must make the request in writing.
2. Students wishing to have copies of their transcripts or credential must prepay in advance.

#### Procedure for authorizing release of information:

1. If a student wishes to authorize a third party to access information in his/her student file, he/she must do so in writing.
2. The College will not release information to any person other than people authorized by the student to access information unless required to do so by legislation, a subpoena, court order or if release of information is necessary as part of an ongoing police investigation.

Please note, fees may apply.

Valemount College employees who receive a request under the aforementioned Acts, for a College record shall refer the request to the Executive Assistant.

## **REFERENCES**

Freedom of Information and Protection of Privacy Act, Personal Information Protection Act