



### Pacific Link College

Use and Disclosure of Personal Information Policy

August 1, 2014

Name of Policy

Implementation Date

All Staff

Mach 31, 2018

Position(s) Responsible

Date of Last Revision

#### **Policy:**

Pacific Link College collects, uses, retains and discloses information in accordance with the Personal Information Protection Act (“PIPA”). Pacific Link College may share and disclose personal information within the institution to carry out its mandate and operations. Information, in aggregate form only, may also be used for research purposes and statistics. The College will only disclose students’ personal information based on:

- The information was collected and under appropriate situation;
- The information may be disclosed for other purposes after obtaining the necessary consent form the students;
- The College may also be required to disclose students’ personal information on where the law requires such disclosure;
- The College will share the students’ personal information with Citizenship and Immigration Canada, as necessary for the purposes of the International Student Program, in accordance with applicable provincial privacy legislation.

#### **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.



# PACIFIC LINK COLLEGE

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2. Student files containing personal information are safely stored in locking file cabinets and access to the student files is limited to the Administrative Assistant, the Program Head/On-Site Administrator.

3. When a student leaves the school 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. These documents are signed by the Program Head/On-Site Administrator and copies of the signed documents are placed in the student file.

4. Within 90 days of student leaving school, copies of the Enrolment Contract, Transcript and Certificate, if issued are sent to the third-party vendor for long term storage.

