



Privacy of Students Records Policy

1.0 Objective and Scope:

- 1.1 In accordance to the *Freedom of Information and Protection of Privacy Act* (the FOIP Act), and Personal Information Protection Act (PIPA Act) College of Technology Alberta respects the confidentiality and privacy of student records. The privacy of Student Records Policy outlines the regulations and College's practices regarding the collection, use and distribution of personal student information.
- 1.2 The policy is applicable to all the prospective and current students as well as the employees of the College of Technology Alberta.
- 1.3 The security and protection of student records and information is of utmost importance to the associated staff of College of Alberta Technology and appropriate procedures and protocols are in place to support this.

2.0 Privacy of Student Records Policy

2.1 Collection and use

- 2.1.1 The student personal information is collected at the time of registration to assess the eligibility for enrolment into a program for admission purposes.
- 2.1.2 The information is used to record academic results and maintain academic file at the College as per the requirements of *Private Institute Training Regulation*.

2.2 Disclosure

- 2.2.1 The college will not release any information to a third party without the student's consent. Students will be provided with the consent form at the time of enrolment.
- 2.2.2 In any given circumstances, if the release of personal and confidential information were required, for instance for arranging external examination or if there is a court order, student's consent would be required.