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Privacy Policy
Name of Policy

December 20, 2019
Implementation Date

Senior Education Administrator
Positions(s) Responsible

December 20, 2019
Date of Last Revision

ACE Community College (ACC) collects, uses, retains and discloses information in accordance with the Personal Information Protection Act (“PIPA”). ACE Community 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.

For all career training programs:

A students’ record includes, as applicable, a student enrolment contract; evidence a student met all admission requirements and entrance examinations; financial records, attendance records; documentation of any dispute, grade appeals or dismissal; copies of study permits and practicum/work placement information.

ACE Community College retains student records for a period of seven (7) years following the student’s withdrawal, dismissal or graduation. After seven years, the student record is destroyed using a secure destruction method.

Within 60 days of a student completion of the program of study or withdrawal or dismissal, ACE Community College uploads a copy of the students’ enrolment contract, transcript and diploma or certificate (if any) to an approved third-party vendor. These records are retained for a period of fifty-five (55) years.

For short duration programs:

A students’ record includes a student enrolment contract; financial records and documentation of any dispute, grade appeals or dismissal.

Student records are kept for 8 months following the completion of a short duration program and are not archived.

Access to student's records:

Student records are maintained in a secure storage medium in a secure location.

Upon written request to Director Administration, a student may access his/her records and if necessary, make copies for a fee per page. The fee is updated and posted annually.