

Privacy Policy

Name of Policy

January 01st, 2008

Implementation Date

Senior Education Administrator

Position(s) Responsible

January 31st, 2024

Date of Last Revision

Policy on Privacy

Introduction:

ACE Community College adheres to the Personal Information Protection Act (“PIPA”) in collecting, using, retaining, and disclosing information. The College reserves the right to share and disclose personal information within the institution to fulfill its mandate and operational needs. Aggregate information may be utilized for research purposes and statistical analysis.

Student Record Management for Career Training Programs

For all career training programs, a student's record includes:

- ✓ Student enrolment contract
- ✓ Evidence of meeting 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 (if applicable)

ACE Community College retains these student records for seven (7) years post the student's withdrawal, dismissal, or graduation. After this period, records are securely destroyed.

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



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SKILLED TRADES BC
DESIGNATED TRAINER

Student Record Management for Short Duration Programs

For short-duration programs, a student's record includes:

- ✓ Student enrolment contract
- ✓ Financial records
- ✓ Documentation of any dispute, grade appeals, or dismissal

These records are retained for 8 months post the completion of a short-duration program and are not archived.

Access to Student Records

Student records are securely stored in a protected location. Upon written request to the Director of Administration, a student can access their records and, if necessary, make copies for a fee of \$0.25 per page.