P04 Student privacy

Effective date: November 1, 2026.

Purpose

This policy outlines how Canadian Aviation College collects, uses, stores, and shares personal information about students in accordance with applicable privacy legislation, including the Personal Information Protection Act (PIPA) of British Columbia.

Collection of Personal Information

CAC collects only the personal information necessary to:

Process admissions and enrollment Provide education and flight training services Track student progress and attendance Meet regulatory and immigration compliance requirements Provide support services (e.g., health and wellness, academic advising) Respond to emergencies Personal information may include:

Name, address, phone number, and email Date of birth, nationality, and gender Student ID and program information Attendance and academic records Health and medical documentation, where required Study permit or visa documentation (for international students)

Use of Personal Information

Student information will be used only for the purpose for which it was collected, or as otherwise permitted or required by law. Examples include:

Maintaining student files and academic records Contacting students with important updates Complying with Transport Canada, IRCC, PTIRU, and EQA reporting requirements Managing campus safety and operations

Disclosure of Personal Information

CAC does not share personal information with third parties except in the following cases:

With regulatory or government agencies (e.g., PTIRU, IRCC, Transport Canada) as required In emergency situations, to protect the health or safety of the student or others.

When students give written consent to share their information. When required by law (e.g., subpoenas, court orders). CAC does not sell or rent student personal information.

Storage and Security

All student records are stored securely:

Digital files are password-protected and access-limited Paper records are stored in locked offices or cabinets Staff are trained on privacy obligations CAC retains student records for the duration required by regulatory bodies and securely destroys records when no longer needed.

Student Access and Corrections

Students may request access to their personal records or request corrections if the information is inaccurate or incomplete. Requests must be made in writing to Alano Ling, Operations Manager, at studentservice@cacbc.ca.

Questions or Concerns

Questions about CAC's privacy practices can be directed to:

Alano Ling, Operations Manager Canadian Aviation College Email: studentservice@cacbc.ca

EMS is the central student record and document system. Staff access must match their responsibilities: instructors for assigned student support and training records; Bote for academic and student matters; Alano for administrative and regulatory duties; Sunny for admissions; and Susan for accounting. Sensitive information is shared only as needed for an authorised purpose. Providing a letter or transcript to a student for their IRCC submission does not itself authorise disclosure to an agent or family member. CAC continues to meet any separately applicable institutional reporting obligations.