

Section 9 – Student Privacy Policy

1. 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.

2. 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)

3. 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, PTIB, and EQA reporting requirements
- Managing campus safety and operations

4. 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., PTIB, 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.

5. 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 in privacy obligations.
- CAC retains student records for the duration required by regulatory bodies and securely destroys.
- records when no longer needed.

6. 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: Student Services

7. Questions or Concerns

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

Student Services: studentservice@cacbc.ca

8. Policy Review

This policy will be reviewed annually to ensure its effectiveness and alignment with CAC's Safety Management System (SMS) and Transport Canada regulations.