

## PRIVACY POLICY

Eminent College adheres to the Personal Information Protection Act and other applicable Federal and Provincial legislation.

Students have the right to have their personal information kept confidential. All staff members are responsible for ensuring the privacy and security of students' personal information shared with the College during its operation. This obligation extends to current, former, and prospective students. It is everyone's duty to maintain the confidentiality and protection of this information under our care.

### Disclosure of Records:

- Information, ideas, or documents provided by students are shared with the understanding that the recipients' responsibility is limited to legal matters (e.g., patent infringements or copyright violations).
- The College may disclose certain student information to authorized organizations, such as funding agencies, for:
  - Confirming enrollment, attendance, withdrawal, or graduation status for financial aid purposes.
  - Reporting withdrawal or attendance to Citizenship and Immigration Canada (for international students).
- Student information may also be used for:
  - Research purposes.
  - Employment support.
  - Satisfaction surveys.
  - Assessing institutional effectiveness.
  - Follow-up services.
  - Account payments.
  - Communicating about educational or alumni opportunities.
- Regulatory bodies may receive information, including:
  - Students' names, programs, and tuition payments.
- The College collects and shares information in accordance with privacy laws and regulations.
- The College will only release information on a need-to-know basis, requiring:
  - Written consent from the student or authorization by law for third-party sharing.

### Inspection of Records:

- The College is committed to safeguarding personal information and will not disclose identifiable student details without consent, except when required by law.
- Authorized entities (e.g., accreditation agencies or government officials) may review student records to ensure compliance with standards or legal requirements.
- Eminent College will maintain complete student records and provide students with reasonable access.
- Current and former students can request copies of their records for a reasonable fee.
  - Students wishing to view their academic records must submit a written request to the Campus Designee, specifying the records to be accessed.
  - The College will arrange access within a reasonable time and inform the student of the time and location for viewing.
  - A College official will be present during the inspection.
  - If a record contains information about other students, access will be limited to information that pertains to the requesting student.

### Correction of Records:

- Students have the right to request corrections to their records if they believe the information is inaccurate, misleading, or violates their privacy.
- To request a change, students should contact the Campus Designee, specifying the record to amend and the reason for the correction.
- The Campus Designee will assess the request and notify the student in writing if the record is updated, providing a summary of changes made.

# Eminent College

## **Student Records**

Student records will be maintained on campus. Student records must include:

- the record of marks obtained throughout the program
- transcripts
- credentials awarded
- documentation confirming the withdrawal or termination of the student
- evidence of admission requirements (such as a high school transcript)
- evidence supporting that the institution has confirmed student job placement upon graduation
- signed Alberta Student Enrolment Contract
- record of payment(s) to the institution for tuition, other fees and books by the student or the student's funding source
- record of refunds of tuition and other fees to the student or student funding source
- attendance records
- correspondence between the college staff and the student, such as:
  - emails or other confirmation provided by the student after graduation advising of their employment status
  - emails or other correspondence relating to a complaint by the student

The College follows privacy policies and ensures that student record management, use, and storage comply with provincial and federal privacy laws and accreditation requirements. Student records will be securely stored, with final records available for future reference.