

<u>Wales Young Institute</u>	<u>3857</u>	
Name of Institution	Institution Number	
<u>Privacy Policy</u>	<u>April 25, 2014</u>	<u>August 30, 2021</u>
Name of Policy	Date of Implementation	Date of Last Revision

Wales Young Institute collects, uses, retains, and discloses information in accordance with the Personal Information Protection Act (“PIPA”). Wales Young Institute 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.

Student records

For all career training programs:

A student’s 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.

Wales Young Institute 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, Wales Young Institute 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 student’s record includes a student enrolment contract; financial records and documentation of any dispute, grade appeals, or dismissals.

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 [add name of the person], a student may access his/her records for a fee of \$0.25 per page.