



**Use and Disclosure of
Personal Information Policy**

September 01, 2021

Name of Policy

Implementation Date

Chief Executive Officer

September 01, 2021

Position(s) Responsible

Date of Last Revision

ARV Canada College collects, uses, retains, and discloses information in accordance with the Personal Information Protection Act (“PIPA”). The College 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.

The College may also disclose a students’ personal information under the following circumstances:

1. The College obtaining written consent from the student;
2. The College is required to disclose personal information by law;
3. The College is required to share personal information with Citizenship and Immigration Canada, as necessary for the purposes of an International Student program and in accordance with applicable provincial privacy legislation.
4. Student files are maintained in accordance with the College’s Records and Information Management Policy and procedures.