

STUDENT RECORDS, PHOTO RELEASE, AND CONSENT TO USE OF PERSONAL INFORMATION POLICY



Procedures:

1. ALRA English School collects, uses, retains and discloses information in accordance with Saskatchewan's Freedom of Information and Protection of Privacy Act.
2. ALRA English School may share and disclose personal information within the institution to carry out its mandate and operations.
3. Information, in aggregate form only, may also be used for research purposes and statistics.
4. ALRA English School is required to submit directly to designate Provincial or Federal agencies to confirm student attendance and/or advancement in the program. Poor attendance and lack of progression may result in visa removals and a student may be asked to return to their home country.
5. A student's record may include, 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 other information.
6. ALRA English School 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.
7. During activities or school events, our Activities Department takes many photos to be published in our brochures, websites, Facebook page, and other marketing materials as needed. If you do not wish to be photographed, please contact the Activities team member and let them know. If you see your photo and wish for it to be removed, please contact the Activities team as well and we will happily remove it for you.

Use and Disclosure of Student Information

1. Disclosure to students of their own records
 - a) Disclosure to students of their own records: These provisions for access, retention and destruction of examinations are in accordance with British Columbia's Freedom of Information and Protection of Privacy Act.
 - b) Students have the right to access their academic and institutional records. To access their records, students must submit a signed request to the Principal. Access is determined on an individual basis.
 - c) Students have the right to receive transcripts of their own academic record. However, ALRA does not release official transcripts if a student is in debt to English School.
 - d) No partial transcripts of a record are issued.
 - e) Students may access their examinations where information can be blocked if necessary, or where access to the examination as a whole does not compromise the

- integrity of the examination system. Where access may do the latter, ALRA reserves the right to deny access.
- f) ALRA examination scripts are normally retained for a one-year period after the examination has been written. Examination scripts are then destroyed.
 - g) All other student information is retained and destroyed as per the provincial records retention practices.
2. Disclosure to staff members of ALRA English School
- a) Disclosure to staff members of ALRA English School: Information about students is normally disclosed without consent of the student to designated ALRA English School employees only for purposes consistent with ALRA activities and the normal operation of the school.
- 3. Disclosure to third parties**
- a) Personal information is disclosed without student consent for the purpose of complying with a subpoena, warrant, or order issued, or made by a court, person, or body with jurisdiction to compel the production of information.
 - b) Necessary personal information may be released without student consent in an emergency if the knowledge of that information is required to protect the health or safety of the student or other persons.
 - c) Information may be released to agencies or individuals conducting research on behalf of a college or university or the educational system. This is done only under signed agreements to maintain confidentiality and to ensure no personally identifying information is made public. Research agreements are based upon Freedom of Information and Protection of Privacy Act standards.
 - d) Information may be shared with those educational institutions that offer programs in association, in partnership, or in collaboration with ALRA.
 - e) Other than in the above situations, information on students is released to third parties only with the written permission of the student.

APPROVED: AUGUST 2019