

## Grade Expectations Privacy Policy

At Grade Expectations Learning Centres we value the trust that you have shown in our business and we, in turn, commit to protect the information you provide us during the normal course of business. It is necessary for us to obtain some personal information concerning our students. We require information related to our students' health and employment to properly serve their needs. Any information that is collected is used only in accordance with the guidelines set out by the federal *Personal Information Protection and Electronic Documents Act* (PIPEDA).

Grade Expectations Learning Centres employees are trained to ensure the safeguarding and proper use of your personal information, respecting the following policy in relation to consent, collection and use of personal information.

1. Any personal information obtained is collected only with the knowledge and consent (expressed or implied) of the student. This information can be shared with the Case Manager in accordance with a Statement of Consent signed by the student.
2. We are responsible for personal information collected and have designated individuals who are accountable for compliance to the policy.
3. We will only collect personal information that is pertinent and necessary to specific student-related services.
4. We will inform the student of the purpose for collecting this personal information at or before the time it is obtained.
5. We will not use this personal information for any purpose other than that disclosed to the student at the time of collection without obtaining the consent of the student. Information will only be retained as long as necessary.
6. Any personal information will be kept as complete, accurate, and current as is required for use.
7. Any personal information of a sensitive nature is protected by security safeguards. Physical measures (eg. keeping information in a restricted access office, locked filing cabinets), organizational measures include limited access, and technological measures include protecting access to files with passwords. It is also our policy to abide by the privacy policies of our LMR suppliers regarding safeguarding personal information, for example encrypting email transmissions if requested.
8. We will make readily available to any individual specific information about our privacy practices and management of personal information.
9. Upon request all students are entitled to access and review the accuracy of their personal information, and be informed of the existence, use and disclosure of said information.
10. If a student has a concern about our adherence to the above principles, the student may address a challenge to the privacy officer.