

# POLICY 52 – RETENTION OF STUDENT INFORMATION

## 1. Background

- (1) Flight 6ix Incorporated o/a Guelph Flight Centre is an accredited career college in the Province of Ontario.
- (2) This policy outlines the rights and responsibilities all parties engaged in activities related to the delivery of flight training at Guelph Flight Centre, in Guelph, Ontario.
- (3) Students are required to provide personal information to staff members of Guelph Flight Centre, and Guelph Flight Centre is required to store and secure all pertinent student information.

## 2. Personal Information

- (1) Personal information includes any official documentation which contains an individual's date of birth, gender, personal or professional address, and any other information that facilitates the identification of a certain individual.

## 3. Retention of Information

- (1) Guelph Flight Centre is required to store all personal information in a safe location, with key-lock access.
- (2) The safe containment of information is to be located only in the General Manager's Office, or any other safety officer, or administrative office, on site.
- (3) Personal information is prohibited to exit the building of Guelph Flight Centre, except when:
  - a. Requested by local, provincial or federal authorities
  - b. Necessary for the transportation of, or mailing of, documents for the express purpose of providing useful personal information to Transport Canada, or the Ontario Ministry of Training, Colleges, and Universities.
- (4) All personal information about individuals is to be retained by Guelph Flight Centre for a period of seven (7) years from the date:
  - a. of expiry, or
  - b. of reception, or
  - c. of letter-dating.
- (5) It is prohibited to tamper, alter, destroy, or modify any personal information.

## 4. Other Authorities, Laws, and Acts

- (1) All parties involved in the collection and retention of personal information are to adhere to the laws applicable to the various authority(s) and jurisdiction(s) within which it operates.

### Statement of Supremacy

1. **Primary Authority:** The Ontario Career College Act, 2005 (hereinafter referred to as "the Act") shall serve as the primary authority governing all operations, policies, and procedures of Flight 6ix Incorporated (o/a Guelph Flight Centre) related to career and vocational training.
2. **Supersession Clause:** In the event of any conflict or inconsistency between the provisions of the Act and any internal clauses, policies, or procedures established by Guelph Flight Centre the provisions of the Act shall prevail and take precedence.
3. **Compliance Requirement:** Guelph Flight Centre is committed to full compliance with the Act. All employees, students, and affiliates are required to adhere to the standards and regulations set forth by the Act.
4. **Policy Review and Amendment:** Guelph Flight Centre shall regularly review its internal policies and procedures to ensure alignment with the Act. Any necessary amendments will be made to resolve discrepancies and ensure full compliance.
5. **Notice of Supersession:** This notice serves to inform all stakeholders that any clauses or policies provided by Guelph Flight Centre that contradict or fall short of the standards established by the Act are considered null and void to the extent of the conflict.
6. **Reference:** Please refer to Ontario Career Colleges Act, 2005, ONTARIO REGULATION 415/06, under this link: <https://www.ontario.ca/laws/regulation/060415>
7. **Application:** This statement applies to vocational program students only

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