

POLICY 13 – PERSONAL INFORMATION PRIVACY

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 of 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. Privacy

- (1) Privacy includes the non-disclosure and non-exposure of any individual's personal information, such as to protect the integrity or reputation of that particular individual.

4. Personal Information Privacy

- (1) All individuals involved in the operations of Guelph Flight Centre are required to maintain confidential, any and all private information of other parties, whether directly, or indirectly.
- (2) Voice recordings, video recordings and photography are strictly prohibited on any and all grounds of Guelph Flight Centre operations, or under any circumstance(s) including but not limited to training, facilitation, teaching, learning, filing and documenting.
- (3) This policy is applicable to all staff, students, contractors, volunteers, guests, and other individuals that wish to access any space operated by Guelph Flight Centre.
- (4) Personal information may only be shared with the appropriate authorities if:
 - a. An individual is at risk of harming themselves, or others, or
 - b. An individual is committing a crime, or
 - c. An individual has provided explicit consent, in writing, to the appropriate person(s) on site at Guelph Flight Centre.

5. Related Policies

- (1) This policy is to be read and understood alongside Policy 52 – Retention of Student Information.

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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