

STUDENT RECORDS

The Health Care Aide Academy creates and maintains student records necessary to meet administrative and academic needs. We collect, retain, use, disclose, and dispose of all information collected in accordance with related provincial/federal legislation.

1. Use of Personal Information. Personal information will only be used:

- For the purpose for which it was collected, or for a use consistent with that purpose, or
- Where the individual the information is about has identified the information and consented in writing to the specified use. The Health Care Aide Academy will only use personal information to the extent necessary, to enable the Academy to carry out its purpose in a reasonable manner.

2. Personal information of an individual that is used to make a decision that directly affects that individual will be retained for at least one year after using it.

3. The Health Care Aide Academy has an obligation to collect, use, and disclose personal information for purposes that facilitate achieving its mandate and complying with law. The Academy also has an obligation to protect personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or destruction. The procedure outlines the actions and expectations of members of the community regarding protection of privacy as defined by the Alberta Freedom of Information and Protection of Privacy Act (FOIPP).

3.1 Collection of Personal Information will only occur where:

- the collection is expressly authorized by an enactment of Alberta or Canada,
- the information is collected for the purposes of law enforcement, or
- that information relates directly to and is necessary for an operating program or activity of the Academy

4. **Official Student File and Record:** The official student file and official student record are under the control of the Office of the Administration Officer, which is accountable for the management of these records. Original completed student releases, consents, waivers, and other agreements must be sent promptly for placement on the official student file in the Office of the Administration Officer.

Adopted: May 10, 2021

Reviewed/Revised: August 13, 2024 TB