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Student Record Management Policy	
1. Policy Statement	Record-keeping policies and procedures at SAE Institute Vancouver follow industry best practices and meet the compliance standards put forth by the Private Institutions Training Branch (PTIB) and set out in the Private Training Act Policy Manual.
2. Purpose	This policy describes the principles and process of student record management and how relevant legislation is applied in practice.
3. Scope	<p>This policy applies to staff and students of SAE Institute Inc. operating as SAE Institute Inc. DBA: SAE Institute Vancouver, SAE Vancouver.</p> <p>“Student” means a person who is presently enrolled at, and if applicable, including students participating in work experience placements.</p>
4. Associated Policies & Procedures	<ul style="list-style-type: none"> ● Student Dismissal & Code of Conduct Policy ● Dispute Resolution Policy ● Grade Appeal Policy ● Release of Personal Information Policy
5. Associated Documents	<ul style="list-style-type: none"> ● Private Training Act ● Private Training Regulation
6. Policy	<p>6.1 Student record compliance standards</p> <ol style="list-style-type: none"> 1. Record-keeping policies and procedures at SAE Institute Vancouver follow industry best practices and meet the compliance standards put forth by the Private Institutions Training Branch (PTIB) and set out in the <i>Private Training Act Policy Manual</i>. 2. Certified institutions must keep an accurate and current record for each student enrolled in an approved program and must include all the required information listed in Appendix 11 of the <i>Private Training Act Policy Manual</i>. 3. A copy of these files must be provided to the student, when requested. 4. For Class A programs, institutions must retain a student record for at least eight years from the following date, whichever is applicable: <ol style="list-style-type: none"> a. The date the student completes the program b. The date the institution delivers to the student a notice of dismissal c. The date the institution receives a notice of withdrawal <p>6.2 Record storage standards</p> <ol style="list-style-type: none"> 1. Student records kept electronically are:

	<ul style="list-style-type: none"> a. In a format so that copies of the student record can be made b. Backed up at least once a month c. Stored in a secure manner on an isolated password protected server <p>2. Paper records are stored secure password-protected in a location on campus accessible to only approved staff.</p> <p>6.3 Archiving Student Records Standards</p> <ul style="list-style-type: none"> 1. Student academic records are archived and stored with a secure third party archiving service approved by the Minister of Advanced Education within 60 days of graduation; the date the institution receives a notice of withdrawal; or the date the institution delivers to the student a notice of dismissal. 2. Records are archived for 25 years from the date the record is provided to the third party. 3. SAE Institute Vancouver will not archive information containing sensitive personal information such as unmasked credit card numbers, Social Insurance Numbers, bank account numbers, Driver's Licence Numbers, Permanent Resident Card Numbers, etc. This information will be destroyed within 60 days of the following, whichever is applicable: <ul style="list-style-type: none"> a. The date the student completes the program d. The date the institution delivers to the student a notice of dismissal e. The date the institution receives a notice of withdrawal
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Administrative Information & Version Control

Date	Summary of Changes	Approved by
01/02/2017	Initial Version	
30/05/2019	Revised for new format	L.McMillan. Dean.
04/10/2019	Reference to the PTIB Policy Manual, Appendix updated	L.McMillan. Dean.