

Policy	
Release Of Personal Information Policy	
1. Policy Statement	SAE is required under various laws to provide third parties with personal information provided by students.
2. Purpose	This policy describes how and why student personal information may be provided to third parties.
3. Scope	<p>This policy applies to 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 Enrolment Contract
5. Associated Documents	<ul style="list-style-type: none"> ● Private Training Act ● Private Training Regulation ● Personal Information Freedom of Information and Protection of Privacy Act
6. Policy	<p>6.1 Personal Information The following personal information consisting of the student name, date of birth, gender, and postal code of the last known permanent address may be used to verify or assign a British Columbia Personal Education Number (PEN) to students. The main use of the PEN is to measure the participation of the population in the post-secondary sector and for program research or evaluation.</p> <p>Other uses of personal information may include purposes of identification, statistical reporting, investigating student complaints, determining tuition refund entitlements, measuring program performance, or other requirements.</p> <p>6.2 Research Purposes For research purposes, any information disclosed will be in a non-identifiable form.</p> <p>6.3 Consent to Release Personal Information In accordance with Part 4(10)(1)(a) of the Personal Information Protection Act, SAE hereby notify students that your name and personal identification information, the name of your program of study, and the amount of the tuition paid will be forwarded to the Private Institutions Branch (PTIB) for the purpose of administering the Student Training Completion Fund. This information is collected by the PTIB under section 26 of the Freedom of Information and Protection of Privacy Act.</p>

	<p>6.4 Student Records</p> <p>Upon completion of a program of study or other termination from the program, the academic records of a student consisting of transcript and diploma (if issued), the enrollment contract, will be stored for the purpose of maintaining an academic record archive on an electronic system as per the requirements of the PTIB bylaws.</p> <p>Under the Personal Information Protection Act, Students are entitled to have access to their student file.</p>
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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.