

## Foreword

Safeguarding personal information of students is a fundamental concern of Vancouver Film School. The school is committed to meeting or exceeding the privacy standards established by **British Columbia's Personal Information Protection Act (PIPA)** and any other applicable legislation.

This Personal Information Privacy Policy describes the policies and practices of Vancouver Film School regarding the collection, use and disclosure of personal information about students, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

Vancouver Film School may add, modify or remove portions of the Personal Information Privacy Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. You may ask for the most recent update of this Personal Information Privacy Policy from the Human Resources Department.

## Definitions

In this Personal Information Privacy Policy, the following terms have the meanings set out below:

“personal information” means any information about an identifiable individual, as further defined under British Columbia's Personal Information Protection Act or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.

“student” means prospective, current or past student of Vancouver Film School.

“record” a record includes books, documents, maps, letters, papers, photos and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means.

## Identifying Purposes

Vancouver Film School will, before or at the time personal information is collected, identify the purposes for which the information is collected, used and disclosed. Vancouver Film School collects and uses personal information to provide students with the best possible educational services enunciated by the Mission Statement of the school. Most of the information the school collects comes to the school directly from students or is information regarding the student's school activities and/or performance such as attendance records and grades.

## Consent

Vancouver Film School will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for the collection, use or disclosure of personal information.

Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed. In determining whether consent is required and, if so, what form of consent is appropriate, Vancouver Film School will take into account both the sensitivity of the personal information and the purposes for which Vancouver Film School will use the information. Consent may be expressed, implied or deemed. For example, if an individual provides his/her mailing address and requests information regarding a particular service or program information, consent to use the address to provide the requested information may be implied.

Upon providing Vancouver Film School with a 30-day written notice, an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, Vancouver Film School will notify the individual of the likely consequences of withdrawing his or her consent and, except where otherwise required or permitted by law, Vancouver Film School will stop collecting, using or disclosing the personal information as requested.

### **Limiting Collection**

Vancouver Film School will limit the personal information collected to that information necessary for the purposes identified by the school. Vancouver Film School does not as a condition of supplying educational services or of establishing, managing or terminating employment relationship, or as an administrative or management requirement, require consent to the collection, use or disclosure of personal information beyond that reasonably required for such purposes or to comply with its obligations that are required or permitted by law.

### **Use, Disclosure and Retention**

Vancouver Film School will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

### **How is Information Used?**

The personal information Vancouver Film School uses with respect to students will be kept in a file known as the “student file”. The personal information contained in this file is collected, used and disclosed generally for the following purpose:

- To communicate with students, process applications and ultimately to provide students with the educational services and curricular programs.
- To enable the school to operate its administrative functions, including payment and collection of school fees, administration, billing and accounting.
- Health, psychological or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.

- To communicate with members of Vancouver Film School staff about physical or emotional health issues those are deemed important for the safety of the student.

If for any reason personal information is required to fulfill another purpose, Vancouver Film School will, where appropriate, notify and ask for consent before the school proceeds.

### **Implied Authorization**

Information about students who have left the school will be passed on to a representative of Vancouver Film School. Such information will be used to keep in contact with former students and alumni to advise them of special events relating to Vancouver Film School.

### **When permitted by Law**

The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities, etc. Only pertinent information is disclosed. The school does not sell, lease or trade information about students to other parties.

### **Outside Service Suppliers**

Vancouver Film School may contact outside organizations to perform specialized services such as printing, student assessments, market research or data processing, etc. Suppliers of specialized services are given only the information necessary to perform those services, and Vancouver Film School takes appropriate steps to ensure that such information is securely transferred and stored and is used only to fulfill the purposes for which it was disclosed to the service provider.

### **How long is Personal Information Retained?**

Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purposes for which it was collected and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

### **Accuracy**

Vancouver Film School will take appropriate steps to ensure that the personal information collected is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed.

### **Safeguarding Personal Information**

Vancouver Film School will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

### **The School's Employees**

In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. Employees are appropriately educated about the importance of privacy and they are required to follow the school's policies and procedures regarding handling of personal information.

### **Student Files**

Vancouver Film School will store student files in secure filing cabinets. Access is restricted to only those members of the school who, by the nature of their work, are required to see them.

### **Electronic Security**

The school manages electronic files appropriately with passwords and security measures that limit access to unauthorized personnel. Vancouver Film School's security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

### **Openness**

Vancouver Film School will make information available to individuals concerning the policies and practices that apply to the management of personal information. The individual may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer of Vancouver Film School.

### **Individual Access**

Vancouver Film School will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

### **How May I Access My Personal Information?**

Individuals may access and verify any personal information with appropriate notice so that the office is able to supply the information required.

### **Who do I contact regarding access to Personal Information or Making Complaints?**

All enquires and complaints regarding your personal information or our Personal Information Privacy Policy should be forwarded to our Privacy Officer:

Attention: Helen Ellis, Director of Human Resources  
Address: 200 – 198 West Hastings Street Vancouver, BC  
Phone: 604.631.3017  
Toll-Free: 1-800-661-4101  
Fax: 604.685.6389  
Email: [hellis@vfs.edu](mailto:hellis@vfs.edu)