

SOUTHWEST FIRE ACADEMY		POLICY 400-004 Rev.003	
POLICY	SECTION: 400 - Student		
	TITLE: Use of Personal Information		
	Date Approved: January 15, 2016		Current Revision Date: November 11, 2019
Subject: Use of Personal Information - Students			
Scope: This policy applies to all students of the Southwest Fire Academy			
Purpose: To establish a policy in accordance with the Private Career Colleges Act, 2005 governing the use of student's private information			
Procedure: Southwest Fire Academy will only use students private information for the following reasons: <ol style="list-style-type: none"> 1. To advise me of my rights under the <i>Private Career Colleges Act, 2005</i> including my rights to a refund of fees, access to transcripts and a formal student complaint procedure; 2. To collect information on the performance of students for example, the percentage of students who graduate from programs and the percentage of graduates who find employment; and 3. To determine whether Southwest Fire Academy has met the performance objectives required by the Superintendent for its vocational programs. <p>Students will receive and fill out SFA Form 400-002 Use of Personal Information as part of the enrolment procedure.</p>			

References:

- SFA Form 400-002 – Use of Personal Information
- Private Career Colleges Act, 2005

Notes:



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