



SOUTHWEST FIRE ACADEMY

POLICY 400-004
Rev.004

POLICY

SECTION: 400 - Student

TITLE: Use of Personal Information

Date Approved:
January 15, 2016

Current Revision Date:
July 2, 2025

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 Ontario 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:

1. To advise students of their rights under the *Ontario Career Colleges Act, 2005* including their 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.

Students will review and sign the below statement within their enrollment contract.

Career colleges (CCs) must be registered under the *Ontario Career Colleges Act, 2005*, which is administered by the Superintendent of Career Colleges. The Act protects students by requiring CCs to follow specific rules on, for example, fee refunds, training completions if the CC closes, qualifications of instructors, access to transcripts and advertising. It also requires CCs to publish and meet certain performance standards, e.g., percentage of graduates who obtain employment. This information may be used by other students when they are deciding where to obtain their training. The consent set out below

will help the Superintendent to ensure that current and future students receive the protection provided by the Act.

I, _____ allow **Southwest Fire Academy** to give my name, address, telephone number, e-mail address and other contact information to the Superintendent of Career Colleges for the purposes checked below:

- ☐ To advise me of my rights under the Ontario Career Colleges Act, 2005 including my rights to a refund of fees, access to transcripts and a formal student complaint procedure; and
- ☐ To determine whether **Southwest Fire Academy** has met the performance objectives required by the Superintendent for its vocational programs.

I understand that I can refuse to sign this consent form and that I can withdraw my consent at any time for future uses of my personal information by writing to registrations@fire-academy.ca understand that if I refuse or withdraw my consent the Superintendent may not be able to contact me to inform me of my rights under the Act.

Information, students and graduates

36.1 (1) On the request of the Superintendent, career colleges shall provide the following information about a current student or graduate:

1. The individual's name.
2. The individual's student number.
3. The individual's permanent address and his or her local address if it differs from the permanent address.
4. The individual's permanent and local telephone numbers and cell phone number, if any.
5. The individual's email address.
6. The individual's date of birth.
7. The individual's gender.
8. Whether the individual's first language is English or French.
9. Whether the individual requires accommodation in order to participate in a survey.
10. Whether the individual is or was on a student visa.
11. Whether the individual received a student loan under the *Ministry of Training, Colleges and Universities Act* or any other government funding.
12. The details of the individual's program, including its name, duration (in hours and weeks), format (whether full-time or part-time) and whether the program involves or involved a practicum. O. Reg. 187/13, s. 1; O. Reg. 353/23, s. 22.

(2) In addition to the information requested under subsection (1), the Superintendent may require that career colleges provide the following information about their graduates:

1. The graduates' dates of graduation.
2. The term or semester in which the graduates graduated.
3. The pass rate for the program. O. Reg. 187/13, s. 1; O. Reg. 353/23, s. 22.

Purpose for collection of information

36.2 (1) The Superintendent may collect the information referred to in section 36.1 solely for the purpose of developing performance indicators. O. Reg. 187/13, s. 1.

(2) The Superintendent shall ensure that,

- (a) for the benefit of the public, the information on the performance indicators is published; and
- (b) the information is published in an aggregate form so that individuals cannot be identified. O. Reg. 187/13, s. 1.

Posting information

36.3 For the purpose of the notice required by subsection 39 (2) of the *Freedom of Information and Protection of Privacy Act*, the Superintendent shall post public notice of the collection of information under section 36.1 on a website of the Government of Ontario. O. Reg. 187/13, s. 1; O. Reg. 466/16, s. 13.

References:

Ontario Career Colleges Act, 2005