

Huron College of Management, Technology and Health Care PRIVACY POLICY

Purpose of Privacy Policy

Huron College of Management, Technology and HealthCare (herein referred as Huron College) is committed to providing services and relations that promote trust and confidence among our customers, employees and students. This commitment includes protecting the privacy of all personal information in our care. The purpose of the Privacy Policy is to explain how we collect, use, retain and disclose personal information. In handling personal information, Huron College agrees to refrain from using personal information for the purposes of third-party commercial activity, unless permission or consent is granted.

Purpose of collecting personal information

There will be many instances in where students, staff and clients will be required to provide relevant personal information in order for Huron College to manage its financial, administrative and academic affairs.

These instances include, but are not limited to, the following: by registering for Huron College programs, to assess applicant eligibility for program admission, to verify client identity, to issue payroll statements, and other College services and administrative duties which may require the responsible use and disclosure of personal information.

Definitions: 'Personal Information', 'Commercial Activity' and 'Informed Consent'

'Personal information' is considered to be any information or records about an identifiable person *other than* their name, title, business or home or email address and telephone number as they are publicly accessible. Provided personal information, as defined, does not need to disclose the name of the effected person but would contain enough data as to be able to figure out who that person is. Personal information, as defined, excludes cumulative data which cannot be associated with a particular individual such as statistics about Huron College students.

'Commercial activity' refers to any action that requires the use and/or transfer of personal information. An example of provided personal information for commercial activity, as defined, would be providing credit and financial history to a third party.

'Informed consent' can be expressed, written or given through an authorized representative. In some instances, consent may be implied and as such, informed consent would not be request or required. An instance of implied consent would be the voluntary submission of a resume for the purposes of employment.

Privacy Protection and Required Consent

Any personal information gathered will only be held for as long as required by law or to satisfy the purposes for which it was collected. When your personal information is no longer required, we take the precautions required to destroy it.

Only authorized employees with official responsibilities so required are permitted to use and disclose the personal information of students, staff and clients for appropriate administrative purposes.

Except as described above and in similar situations, or if legally obliged to do so, or unless truly exceptional circumstances require, the College does not disclose your personal information to other external individuals or organizations without your prior informed consent. In all other cases, informed consent will be requested by Huron College for the purposes of use and disclosure of personal info. Huron College will not attempt to deceive Individuals into giving consent.

Huron College will take measures, to the best of our ability, to ensure that personal information is safeguarded from fraudulent misuse, unauthorized dissemination and unlawful access.

Access to Personal Information

Any given student, staff member or client has the right to withhold their personal information from Huron College. However, individuals must and should be aware that withholding pertinent personal information may result in the inability for Huron College to provide certain administrative, services and information.

Students, staff and/or clients also have the right to forbid the College from disclosing his or her personal information. This includes the ability to withdraw prior consent. However, this may result in the inability of the College to offer certain services to the said individual. Any individual wishing to withdraw his or her prior consent must do so in writing.

Personal information may be required or mandatory in the following circumstances: the consent relates to information needed for financial aid an Individual applies for or accepts;

consent as required by law; the disclosure of information permitted by law or is related to the regulatory conditions described herein.

Each student, staff member and/or client has the right to access his or her personal information or records upon written request, except in the case of confidential evaluations and/or letters of reference supplied to the College. In order to review your personal information, you must make an appointment with the appropriate administrative authority.

Information concerning Huron College privacy policies and practices in maintaining, using and protecting personal information can be made available to individuals upon written request and by appointment with the appropriate administrative authority.

The application of the Huron College Privacy Policy is subject to the requirements or provisions of any applicable legislation or regulations, or the order of any court or other lawful authority.

Last amended February 9, 2007