

Policy:

Canadian Vocational Training Centre collects students' personal information for the following reasons:

- To maintain student records as required by PTIB.
- To keep students/graduates informed of activities of the Centre.
- To issue T2202As in accordance with Canada Revenue Agency

Students' personal information is not used for any other purpose.

For full career training programs:

1. A student's record includes, as applicable, a student enrolment contract; evidence a student met all admission requirements and entrance examinations; financial records, attendance records; documentation of any dispute, grade appeals or dismissal; copies of study permits and practicum/work placement information.
2. Canadian Vocational Training Centre (CVTC) retains student records for a period of seven (7) years following the student's withdrawal, dismissal or graduation. After seven years, the student record is destroyed using a secure destruction method.
3. Within 60 days of a student completion of the program of study or withdrawal or dismissal, CVTC uploads a copy of the students' enrolment contract, transcript and diploma or certificate (if any) to an approved third-party vendor. These records are retained for a period of fifty-five (55) years.

For short duration programs:

1. A student's record includes a student enrolment contract; financial records and documentation of any dispute, grade appeals or dismissal.
2. Student records are kept for 8 months following the completion of a short duration program and are not archived.

Procedure:

1. Student personal information is collected throughout the student's attendance at the Centre. All required information regarding the student is placed in the student file.
 2. Student files containing personal information are safely stored in locking file cabinets within a locked file room and access to the student files is limited to the appropriate delegated staff.
 3. When a student leaves the school either by withdrawal, dismissal or graduation a transcript is prepared showing the marks achieved in the courses completed. If the student has completed all courses within the program of study, a program credential is also prepared. These documents are signed by the President and copies of the signed documents are placed in the student file.
 4. Within 60 days of the student leaving school, copies of the Enrolment Contract, Transcript and Diploma for full career training programs are sent to the third-party vendor for long term storage.
 5. After documents are sent for long term storage, the full student file is placed in storage for seven years.
 6. At the end of the seven year period, the full student file will be destroyed using a secure destruction method.
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