

Privacy Statement

Regent College respects the privacy of the personal information of its employees, students, donors, alumni, customers and other stakeholders. We are committed to protecting the privacy of personal information entrusted to us. In line with that commitment, we seek to be transparent and accountable with respect to the collection, use, disclosure and security of personal information. The following is a brief summary of our Privacy Policy. The complete text of the Policy may be accessed by contacting the Privacy Officer at the College or by visiting the College's website.

Collection of personal information

Personal information is only collected to enable us to provide services and to meet legal and regulatory requirements. Only personal information that is relevant to and necessary for the purposes identified below will be collected. The main purposes for which we collect personal information are:

1. To provide educational services. This includes but is not limited to offering courses and conferences, determining eligibility for admission to the College and into specific degree programs, processing of applications for bursaries and financial aid, bills processing, provision of student services in connection with the University of British Columbia and facilitating membership at the Vancouver School of Theology Library.
2. To provide library services. We provide library services to our students as well as to members of the public.
3. To develop, enhance, and administer relationships with donors. Some examples are the issuance of donation tax receipts, communication with

donors of College news, activities and events, and other services to promote donors' relationships with the College.

4. To provide services to alumni. Some services are communication of news and events to alumni in order that the College may continue to maintain a relationship with its graduates after the completion of their studies.
5. To maintain a responsible commercial relationship with the bookstore customers. Some examples are billing and credit card payments for items purchased, mail-order services, communication of news of products and services, and club membership services in order to earn discounts.
6. To manage, plan and develop our business and operations. For example, information on students may be used to help us analyse and plan student recruitment efforts.
7. To meet legal and regulatory requirements. This includes meeting the reporting requirements of government agencies such as the Canada Customs and Revenue Agency and Statistics Canada.

Disclosure of personal information

The College does not sell, rent or loan the personal information of its students, donors, alumni, employees and customers (e.g., mailing lists) to third parties. Personal information is only disclosed to third parties when it is necessary for the provision of services and to meet legal requirements. Disclosure of personal information for any purpose other than those outlined above will only be made with consent. The main examples of disclosure of personal information are:

1. Selected personal information of students is disclosed to the University of British Columbia (UBC) and its Alma Mater Society (AMS) in order that students may enjoy services such as UBC library services, AMS membership, extended health and dental insurance and the TransLink U-Pass program and to the Vancouver School of Theology Library, and Trinity Western University Library, in order to obtain library services.
2. Selected personal information is disclosed to the Regent College Student Association (RCSA) to enable RCSA to provide services to the students.
3. Personal information may be disclosed in the filing of returns or reports to government agencies.
4. Data required by our accrediting body, the Association of Theological Schools (ATS).

There may be instances, as permitted in the legislation, where personal information is disclosed without knowledge and consent of the individual. An example of this is where disclosure is clearly in the interests of the individual and consent could not be obtained in a timely way and where disclosure is required to comply

with a subpoena, warrant or order issued by a court or person with authority to compel the production of personal information.

Protection of personal information

Personal information collected by us is kept in confidence. Employees are authorized to access the information solely on the basis of their need to deal with the information in order to discharge their official responsibilities. Safeguards are in place to prevent unauthorized access to personal information. Personal information shall be retained only as long as is necessary for the fulfilment of those purposes listed above.

Reasonable effort will be made to ensure that all personal information is accurate and up-to-date as is necessary for the purposes identified above.

Contact information

Anyone who wishes to read the College's Privacy Policy or who has any questions, concerns or complaints regarding the College's Privacy Policy and practices, are invited to contact the Privacy Officer at the College.