

# **Student Privacy Policy**

**Effective Date: August 7, 2007**

## **1.1. Policy Statement:**

- 1.1.1. This policy describes the personal information that Ashton College must collect, how it will be used, and the circumstances under which it may be distributed to third parties. Ashton College's Privacy Policy ("Policy") is designed to protect personal information under its control.

## **1.2. Procedures:**

- 1.2.1. Ashton College requires certain information about its students in order to serve them, to enrol them in a program or course and to record their results on their academic file. Without this information, Ashton College cannot accept an enrolment, as we will not be able to create a student record.
- 1.2.2. Ashton College will only ask for certain personal information such as name, address and contact telephone number, which we require to process an enrolment. This information will be kept secure and will not be sold to third parties.
- 1.2.3. Ashton College will disclose such personal information to any third party requiring such personal information, for purposes of arranging external examinations, keeping academic records or issuing certificates. Ashton College will also make disclosure if we are compelled by law to do so. We will only disclose the specific information requested.
- 1.2.4. If a student has any questions or concerns pertaining to our Policy, the student should contact the Privacy Officer. This is the person at Ashton College who is responsible for making sure that all personal information is protected and for dealing with any privacy related issues that may come up. The Registrar of the College is the Privacy Officer.
- 1.2.5. The Ashton College website ([www.ashtoncollege.com](http://www.ashtoncollege.com)) provides links to third party web sites. Our Policy does not extend to third party web sites and we recommend that all Ashton College students read the privacy policies of these web sites. Ashton College is not responsible for the privacy practices employed by third party web sites.