



Privacy Policy

CAA Industry Training Program

Privacy Policy

Name of Policy

May 1, 2003

Implementation Date

Industry Training Program Manager

Position(s) Responsible

May 19, 2010

Date of Last Revision

August 29, 2011

Education Committee Approval

Policy:

CAA Industry Training Program collects students' personal information for the following reasons:

- To maintain student records as required by PCTIA.
- To issue T2202As in accordance with Canada Revenue Agency

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

CAA Industry Training Program retains the full student file for a period of seven (7) years following the student's withdrawal, dismissal or graduation. After seven years, the full student record is destroyed using a secure destruction method.

CAA Industry Training Program uploads a copy of the students' contract, waiver, transcripts and credential (if any) to an approved third-party vendor. These records are retained for a period of fifty-five (55) years by the third-party vendor.