

# A Few Words About Your Privacy

## What Information We Collect

The information we collect is only that which you provide to us on a Registration Card or Form and is then manually inputted into our computer. This information is collected under the authority of the *Freedom of Information and Protection of Privacy Act* and is required in order to process each student's application.

## Why We Record Personal Information

The information is necessary for registration, to measure participation and to issue Certificates or Awards following successful completion of a course.

## What We Do With Information We Collect

In the case of a WorkSafeBC course your information is archived and we would expect to retrieve this information for the sole purpose of advising you of your Certificate renewal date approximately every 3 years. As part of our agreement with WorkSafeBC we are subject to random audits to assess compliance and we may be asked to reveal limited information from our database in a non-identifiable form for statistical purposes only. In the case of a Red Cross course the personal information collected is quite limited but the same procedure is followed of manually inputting information into our computer from your written Registration Form. Following course completion a Roster containing names and addresses of course participants is uploaded onto the Red Cross Society's computer in Calgary. This is not only for statistical purposes but also used by Red Cross to provide insurance protection for course graduates.

## When Information Is Destroyed

Written records containing personal student information is routinely destroyed after 3 years. Written records containing personal instructor information is maintained indefinitely but only in summary form. Summary records include identification and contact information, certification issuance and expiry dates and any information which may impact future certification and/or authorization to instruct.

## Your Right To View Your Personal Information

During regular office hours you may view any and all personal information that we may have collected from you as long as it does not infringe upon the rights of another.

## Who To Contact

Questions or concerns about the collection or use of personal information, including your right to withdraw consent, and the possible consequences, may be directed to the Privacy Officer of Maple Ridge First Aid School or his designate.

## Complaints

Complaints about the collection or use of personal information may be directed to the Privacy Officer of Maple Ridge First Aid School or his designate. Complaints will be dealt with as they arise.