



BOUCHER INSTITUTE
of Naturopathic Medicine

BOUCHER INSTITUTE POLICY

Policy Title: Privacy Policy

Date of Initial Board Approval: March 14, 2011

Date of Last Approved Revision: August 21, 2017

Person(s) Responsible for Implementation & Adherence: Dean of Student Services,
Registrar

Related Procedures: Maintenance of Student Files, Student Access to Information, Release of Student Information

The Boucher Institute of Naturopathic Medicine follows the BC Personal Information Protection Act (PIPA). The Registrar oversees the privacy, protection and confidentiality of student information. Student information is gathered and kept secure and confidential, including but not limited to:

- Health issues
- Grades
- Contracts
- Financial aid and status
- Academic standing
- Appeals, complaints
- Admissions records
- Contact information
- Other information as pertains to a student's file

The Institutes collects student personal information to:

- maintain student records as required by accrediting bodies and according to standard educational administrative practices
- maintain student records as required by Student loan requirements
- inform students/graduates of activities of the school
- issue T2202As in accordance with the Canada Revenue Agency
- provide transcripts confirming achievement of credentials issued as requested by alumni
- assist students in completion of their studies

Student personal information is not used for any other purpose, unless expressly permitted in writing by the student. At the beginning of each contracted period students sign:

- a contract with a statement allowing the disclosure of personal information in accordance with PTIB's regulatory duties under that Privacy Act, and to allow enrolment and reporting information between Immigration, Refugees and Citizenship Canada, as necessary, for the purposes of the International Student Program.
- a consent form allowing release of personal information to:
 - BCNA
 - CAND
 - NMSA

- Banks for line of credit applications
- Extended health benefit provider
- Neutraceutical suppliers
- Other as indicated by the student

No information, including acknowledging a student's enrolment at the Institute, will be released to any party without express consent given by the student, unless it falls under the following category.

Under PIPA, the Institute may release information about a student/alumni without consent, where:

- it is reasonable to expect that the use with the consent of the student/alumni would compromise an investigation or proceeding and the use is reasonable for purposes related to an investigation or a proceeding
- an honour, award or similar benefit, including an honorary degree, scholarship or bursary may be presented
- authorized by law
- disclosure is for the purpose of complying with a subpoena, warrant or order issued or made by a court
- required in the regular running of a higher education institution
- the use is necessary to respond to an emergency that threatens the life, health or security of a student
- the disclosure is for the purpose of contacting next of kin or a friend of an injured, ill or deceased individual
- the disclosure is necessary to determine suitability or withholding status of completion could jeopardize the reputation of the institute

For any instance not listed, the regulations of PIPA will be followed.

Complaints for violation of a student's privacy will be investigated by the Registrar.