

## **POLICY 200.15- PRIVACY AND PROTECTION POLICY**

SD73BC (School District No. 73 Business Company (SD73BC) is committed to protecting the privacy of students, parents and other visitors who use our website or subscribe to our services.

This policy explains the type of personal information that we collect, use and disclose and how it is protected. For more information about our information management practices, please contact Director of SD73BC at [kengleson@sd73.bc.ca](mailto:kengleson@sd73.bc.ca).

### 1. Who we Are

SD73BC is a British Columbia corporation incorporated pursuant to the British Columbia School Act as School District No.73 Business Company and is affiliated with British Columbia School District No. 73 (Kamloops). We offer educational programs and distributed learning programs to non-residents of Canada. We provide services to students under contract with and on behalf of the British Columbia Ministry of Education and we often provide these services through arrangements with a host school in the student's country of residence.

### 2. About this Site

This website allows users to access information about SD73BC, to browse and search information about our programs, and to register for and access our programs and services.

By accessing and using the website you are consenting to the collection, use and disclosure of your personal information as described in this policy. If you do not wish to provide your consent, please do not use this website.

### 3. Personal Information we Collect and Use from Students

In the course of providing educational programs and services, we collect personal information from and about students and their families for the purposes of registration, course instruction and evaluation, academic counselling, course selection, to process financial payments, to respond to questions or complaints, administration of the services including making reports to the Ministry and your Host School, to investigate incidents or misconduct, to plan or evaluate our programs or services and to comply with applicable regulatory and legal requirements.

The information that we collect and use for these purposes may include: name and contact information, identifying information, date of birth, educational history, academic performance information (test results, assessments and grades), financial information and other information that you choose to provide to us about your academic needs or challenges.

4. The Information that we Collect about all Website Users

When you browse and use this website we automatically gather and store certain information about the visit for the purposes of administering this website, assessing system performance, improving web services and maintaining website security and management. This information might include: IP address, browser type, internet service provider, how you use and browse the website and the length of your visit. However, our website logs are not personally identifiable, and we do not attempt to identify users from this information.

5. The Information you Provide to SD73BC

Personal information about you may also be collected through this website when you provide it to us on a voluntary basis, such as when you submit questions or other inquiries or ask to be added to a wait-list or newsletter mailing list. In these cases, we may use your information to respond to you, contact you, to answer a question or respond to a complaint, for employment recruitment, or for other purposes permitted by law.

6. Protection of your Personal Information

SD73BC complies with applicable Canadian privacy laws, including the BC *Freedom of Information and Protection of Privacy Act* and the BC *Personal Information Protection Act*. We collect, use and discloses personal information as described above in compliance with these and other applicable laws in Canada. We do not sell, rent, loan, trade or lease any personal information collected at our site. We employ organizational, technological, and physical measures to protect the personal information that we collect.

7. Who we Share Information With

The personal information we collect through the website is collected and used internally by the SD73BC and stored on servers based in Canada. We may share some information with our service providers to help maintain, improve or trouble-shoot the website.

We may also collect and share your personal information about our students with a host school in their home jurisdiction in order to provide programs and services. We may need to communicate with host schools in order to administer and provide services to students and to ensure that they receive academic credit for the programs they complete with SD73BC.

Because many of our services are provided under a service arrangement with the British Columbia Ministry of Education, we may also provide information to the Ministry of

Education for the purposes of program planning or evaluation and to facilitate research initiatives related to education.

#### 8. Cookies and Web Analytics Tools

To improve your experience on this website, we may use cookies, which is a small text file that our website may place on your computer as a tool to remember your preferences. You can refuse the use of cookies by selecting the appropriate settings in your browser.

Cookies are used to collect anonymous traffic data to assist us with web analytics. Web analytics are tools that analyze how the website is used and to improve visitors' online experience. These tools work by tagging web pages to capture a limited amount of data (including the internet protocol ("IP") address of the computer, none of the data compiled using these tools can be used by us or by our service providers to identify you.

We also want you to know that we limit our use of cookies. Some organizations use "persistent cookies", which retain information and identify you whenever you access a website. We use sessional cookies, which are used to help you move around our website and but do not store personal information. Sessional cookies are valid only during the time you are actually using the website.

#### 9. Browser Information Collected on the Web Site

Throughout the website, you may find links to third party web sites. Please note that we are not responsible for the privacy policies or content on third party sites. We recommend that you read the privacy policy of third-party web sites for your information.

#### 10. Your Rights

We work hard to ensure that all collection, use and disclosure of personal information through the website is fully compliant with personal information protection laws applicable in British Columbia.

Under these laws, you have the right to request access to your personal information within our custody and control. You also have the right to request correction of your personal information and to be told how your information is collected, used and disclosed by us. Complaints under this policy may be directed to Kristin Engleson-Director of SD73BC at [kengleson@sd73.bc.ca](mailto:kengleson@sd73.bc.ca).

#### 11. Changes to this Policy

We reserve the right to make changes to this Privacy Policy at any time. If we make any changes, we will update this website to include such changes. Such changes will be effective when posted.