



Privacy Policy

Date Approved: September 30, 2026	Status: Approved by Cabinet
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ABC Department: Administration, Finance, Operations, Admissions, Academics, Student Development, Advancement, and Marketing

Scope of this Policy: This policy applies to each department of Alberta Bible College (ABC) as it collects, uses, discloses, and retains the personal information of prospective, current, and past students, faculty, staff, volunteers, rental clients, contractors, suppliers, and donors.

Definitions:

1. ABC community: Prospective, current, and past students, faculty, staff, volunteers, rental clients, contractors, suppliers, and donors.
2. ABC PIPA Consent Forms: These include, but are not necessarily limited to the PIPA Informed Consent Form; Third-Party Academic Disclosure Consent Form; Media Use and Public Disclosure Consent Form; and Field Experience Placement Disclosure Form.
3. Personal information: “Information about an identifiable individual” (*Personal Information Protection Act*, 2003)
4. Record: “A record of information in any form or in any medium, whether in written, printed, photographic or electronic form or any other form” (*Personal Information Protection Act*, 2003)
5. Privacy Officer: Designated individual(s) within an organization who are “responsible for ensuring that the organization complies with this [PIPA] Act” (*Personal Information Protection Act*, 2003)
6. Consent: Voluntary permission for Alberta Bible College to collect, use, disclose, or retain personal information for identified purposes, subject to disclosures required or permitted by law (*Personal Information Protection Act*, 2003)

Policy:

ABC is committed to respecting and protecting the privacy of the ABC community in accordance with Alberta’s *Personal Information Protection Act* (PIPA). Within this framework, we limit the collection, use, disclosure, and retention of personal information to purposes appropriate to fulfilling our institutional mission.

Specific policies are detailed below and include (but are not necessarily limited to):

1. Collection of Private Information
2. Use of Private Information
3. Disclosure of Private Information



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4. Retention of Private Information
5. Privacy Policy Communication and Monitoring

Procedures:

1. Collection of Private Information
 - a. Current students, faculty, staff, and volunteers provide consent for the collection, use, and disclosure of personal information for the uses outlined in Section 2 below by signing ABC's PIPA Consent Forms, which are stored in their file.
 - i. Before or at the time of consent, the PIPA Consent Forms will inform the individual regarding the purposes for collecting their information, how they may obtain access to ABC's Privacy Policy, and the contact information for ABC's Privacy Officers (privacy@abccampus.ca).
 - ii. The PIPA Consent Forms will include information about services providers outside of Canada that collect, use, disclose, or store the individual's personal information on ABC's behalf. This information will include the purposes for which ABC authorizes these service providers and the countries in which they are or may be collecting, using, disclosing, and storing information on behalf of ABC.
 - b. Past students prior to the creation of the current PIPA Consent Forms are requested to provide consent as needs arise.
 - c. Prospective students or other interested parties are deemed to provide this consent when they complete a contact form or application form.
 - d. Rental clients are deemed to provide this consent when they sign their rental contract with ABC.
 - e. Contractors and suppliers are deemed to provide consent when supplying estimates or invoices to ABC.
 - f. Donors are deemed to provide this consent when they provide their personal information to ABC for tax receipt purposes.
2. Use of Private Information
 - a. ABC uses personal information and records for the following purposes:
 - i. To recruit prospective students.
 - ii. To provide educational and library services to current students.
 - iii. To provide alumni services to past students.
 - iv. To manage relationships with staff and faculty.
 - v. To provide references to former students, faculty, and staff.
 - vi. To provide archival services to the Restoration Movement.
 - vii. To maintain commercial relationships with rental clients, contractors, and suppliers.
 - viii. To manage, plan, and develop the college's business operations.



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- ix. To develop, enhance, and administer relationships with donors.
 - x. To respond to an emergency where an individual or group's health and safety is threatened.
 - xi. To inform next-of-kin/emergency contacts in the case of injury, illness, or death.
 - xii. To meet legal and regulatory requirements.
3. Disclosure of Private Information
- a. ABC does not sell, rent, loan, or give any mailing lists to third parties.
 - b. Personal information is only disclosed to third parties when it is necessary for the provision of the required services, to meet legal requirements, or when requested by law enforcement agencies or courts during criminal investigations or legal proceeding.
 - c. Disclosure of personal information for any other purpose than those outlined in Section 2 will only be made with consent.
 - d. Individuals should contact ABC's Privacy Officers (privacy@abccampus.ca) to:
 - i. Ask questions regarding their personal information ABC collected by ABC.
 - ii. Request access to their own personal information collected by ABC and how it has been used and disclosed.
 - iii. Correct erroneous or missing in their personal information collected by ABC.
 - iv. Withdraw or revise a consent previously given.
4. Retention of Private Information
- a. ABC makes reasonable efforts to have in place appropriate physical, electronic, and managerial safeguards to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal, and destruction of personal information.
 - b. ABC faculty, staff, and volunteers sign ABC's Confidentiality Agreement indicating their compliance with PIPA and ABC's Privacy Policy.
 - i. Employees of ABC are responsible for maintaining the confidentiality of general and personal information according to this Privacy Policy. They are required to ensure that personal information is maintained in a secure environment. Violations of this policy may result in disciplinary actions.
 - c. ABC retains personal information "only for as long as the information reasonably requires the personal information for legal or business purposes" [PIPA, Part 3, Division 2, 35(1)]. When this time has passed, ABC either destroys the information or removes parts of the information that would identify the individual.
5. Policy Communication and Monitoring



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- a. ABC's Privacy Policy will be available publicly on its website and internally on Populi.
- b. For the purpose of monitoring this policy and ensuring its consistent implementation, ABC's Privacy Officers are the Operations Director and Academic Dean. They can be reached at privacy@abccampus.ca.

Related Information:

1. Alberta Bible College Confidentiality Agreement
2. Alberta Bible College PIPA Consent Forms
 - a. PIPA Informed Consent Form
 - b. Third-Party Academic Disclosure Consent Form
 - c. Media Use and Public Disclosure Consent Form
 - d. Field Experience Placement Disclosure Form

Sources and Resources:

1. *Personal Information Protection Act (PIPA)*
 - <https://open.alberta.ca/publications/p06p5>

Policy History:

Date	Author/ Revisor's Name	Key Changes	Approved By
September 30, 2026	Cory Pytlarz (Academic Dean), Kris Ford (Chief Financial Officer, Operations Director)	Major revision of existing policy.	Cabinet

Revised 10/6/2026

Policy due for review on: One year from last revised date

Note: Remember to click the revised date above and update it.