

Personal Information Protection Policy (PIPP)

1. Introduction

City University (the "University") is dedicated to safeguarding the privacy and security of personal information belonging to our students. This policy outlines our commitment to respecting the privacy rights of students and complying with relevant privacy laws and regulations.

2. Definitions

Personal Information: Information about an identifiable individual.

Consent: Voluntary agreement for the collection, use, or disclosure of personal information.

PIPP Personal Information Protection Policy.

3. Scope

This PIPP applies to all personal information collected, used, and disclosed by City University during its activities and operations.

4. Principles of Protection

City University adheres to the following principles in the protection of personal information:

- a. **Collection** We collect personal information only for legitimate purposes, and we obtain consent when required.
- b. **Use and Disclosure:** We use personal information only for the purposes for which it was collected, and we disclose it only with consent or as permitted by law.
- c. **Consent:** We seek informed consent from students before collecting, using, or disclosing their personal information, except as allowed by law.
- d. **Security:** We employ reasonable security measures to safeguard personal information from unauthorized access, disclosure, alteration, or destruction.
- e. **Access and Correction:** Students have the right to access their personal information held by the University and request corrections when necessary.
- f. **Retention and Disposal:** We retain personal information only as long as necessary for the purposes for which it was collected.
- g. **Complaints:** We have procedures in place to address privacy-related complaints and inquiries.

5. Collection of Personal Information

City University collects personal information from students for the following purposes:

- Academic administration and record-keeping.

- Student support services.
- Communication with students.
- Research and statistical analysis.
- Compliance with legal obligations.

6. Consent

Consent will be sought from students before collecting, using, or disclosing their personal information, except as permitted by law.

7. Use of Personal Information

Personal information will only be used for the purposes for which it was collected unless additional consent is obtained or as allowed by law.

8. Disclosure of Personal Information

City University will only disclose students' personal information in compliance with applicable laws, including obtaining consent when required.

9. Access and Correction

Students may request access to their personal information held by the University and request corrections as needed.

10. Retention and Disposal

Personal information will be retained only as long as required for the purposes for which it was collected and in compliance with applicable laws.

11. Complaints and Inquiries

Students who believe their privacy rights have been violated may file a complaint or inquiry with the University's Privacy Officer.

12. Policy Updates

This policy may be updated as necessary to ensure compliance with changes in privacy laws and regulations.

13. Contact Information

For questions or concerns about this policy or the handling of personal information, please contact: **CityU Registrar**

14. Resource

- [Protecting Personal Information in BC](#)