

## Personal Information Protection Act (PIPA) - Vancouver Campus

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British Columbia's Personal Information Protection Act (PIPA) sets out the rules for how private sector and nonprofit organizations, such as Adler University, may collect, use, or disclose information about its students.

Adler University collects relevant personal information about its students and has processes in place to protect the privacy of these records. Student records will not be disclosed to a third party unless the student has given written consent, or the request qualifies as a legal exception. To release their information to a third party, students must complete and submit the FERPA-PIPA document release form online at [adler.edu](http://adler.edu).

Students have access to their academic file through the Office of the Registrar. Students who wish to see the contents of their academic file should submit a written request to the Office of the Registrar. The Office of the Registrar can take up to 30 days to respond to a student's request. Students can submit correspondence to be filed in their academic file to the Office of the Registrar.

Students who believe that their privacy rights have been violated have the right to file a written complaint with the University Commissioner. The designated University Commissioner is the Vancouver Campus executive dean. The University Commissioner can conduct an investigation and will respond to the complaint in writing. For questions about the confidentiality of records and privacy of students, please contact the dean of the Vancouver Campus at 236.521.2401. If the concern is not resolved with the University Commissioner, students can contact the Office of the Information and Privacy Commissioner for British Columbia at [info@oipc.bc.ca](mailto:info@oipc.bc.ca).

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