1. **Purpose.** Global Flight Training Systems (GFTS) is committed to protecting the privacy of students and other customers. The GFTS College Administrator is responsible for GFTS’ personal information and electric document protection program. Information covered under this policy includes: invoices, personal identification documents, course reports including periodic instructor and test evaluations, pilot licenses, license applications, medical certificates, flight sheets, or any other document required by GFTS to conduct training and business.
2. **Governing Laws:** Personal Information Protection and Electronic Document Act (PIPEDA), The Private Career Colleges Act 2005 and Ontario Regulation 415/06
3. **Qualified Users.** GFTS ensures that only qualified people have access to your personal information and that your training is properly documented. Electronic documents are password protected. Information that is kept for courses may be disclosed to the Superintendent of Private Career Colleges (for courses under this authority), our staff, bank, credit reporting agencies, Transport Canada, law enforcement agencies, or others identified under the PIPEDA and Ontario Regulation 415/06. Due to legal requirements imposed by Transport Canada and by the Superintendent of Private Career Colleges some of these documents are either not destroyed or are kept on file for a prescribed duration. GFTS is also required to keep your student file including your contract for three years from the date you leave GFTS.
4. **Your student file** includes:
	1. Personal Identification Information,
	2. Your full name,
	3. student number,
	4. permanent address and local address if different from the permanent address,
	5. local telephone number and cell phone number,
	6. email address,
	7. date of birth,
	8. gender,
	9. first language (English or French),
	10. whether an accommodation is required for you to participate in a survey,
	11. student visa status,
	12. whether you received a student loan under the *Ministry of Training, Colleges and Universities Act* or any other government funding,
	13. the details of you program, including its name, duration (in hours and weeks), format (full-time or part-time) and whether the program involves or involved a practicum.
	14. A record of the results of any academic evaluations (flight evaluations, ground school and flight tests);
	15. A copy of the signed contract between GFTS and you.
	16. A copy of evidence verifying that you have met the admission requirements in accordance with this contract including academic diplomas, flight medicals, pilot licences,
	17. If you have withdrawn or been expelled from the program - copies of the withdrawal or expulsion letter,
	18. any refund calculation, and a copy of any refund cheque; and
	19. A copy of all invoices issued to you and payments received from you for the payment of fees.
5. **Information Shared with the Superintendent of Private Career Colleges.** GFTS under the Private Colleges Act and its Regulation may also be required to provide the Superintendent of Private Career Colleges with the following information for courses under their authority (commercial pilot licence – aeroplane):
	1. The graduate’s date of graduation,
	2. The term or semester in which the graduate graduated, and
	3. The pass rate for the program.
6. The purpose of collecting this information by the Superintendent is to develop performance indicators for the benefit of the public and they will publish the information in an aggregate form so that individuals cannot be identified.
7. **Aviation Safety.** Information involving aviation safety may be shared with any authorized person having an interest. This may include other parties such as: flight schools, Transport Canada Civil Aviation, and / or airport authorities. Examples of reasons to share information may include: medical problems if you refuse to report them, or security concerns. GFTS may share your training record, progress, or other concerns with the above parties as well. GFTS does this to ensure aviation safety as well as to ensure that the quality and integrity of flight training are maintained.
8. **Flight Records.** Once a flight is completed, GFTS keeps the collected records as required by Transport Canada.
9. **Accessing Your Files.** You can make an inquiry with the College Administrator to see your file at any time and correct any erroneous information. The College Administrator is responsible for implementing and safeguarding GFTS’ Personal Information Protection and Electronic Document Policy. If you wish to review the files kept on you by GFTS contact him/her/them for access to your files or to verify accuracy and completeness of information held. Response to these requests will normally be made no later than 30 days after requested unless there are extenuating circumstances. If there are extenuating circumstances, you will be advised either by email or in writing. Should you be unhappy with the delay you have a right to complain to the Office of the Privacy Commissioner.
10. **Consent.** Enquiries are to be directed to the College Administrator if you have any questions about the reasons for the information being collected, its use and to whom it is being disclosed. You can withdraw consent for the collection, use and disclosure of personal information at any time, subject to legal or contractual restrictions and reasonable notice. You will be advised of the implications of your withdrawal of consent as it applies to your ongoing training. A general student consent form is attached as an Annex to this policy. You will be required to agree to it and sign it in order to be able to pursue your Commercial Pilot Training and other flying related training at GFTS.

**ANNEX TO PERSONAL INFORMATION PROTECTION POLICY AND ENROLMENT CONTRACT COMMERCIAL PILOT LICENCE TRAINING**

**Individual Consent Specific to Personal Information and Electronic Documents Protection at Global Flight Training** **Solutions**

1. Global Flight Training Solutions (GFTS) is committed to protecting the privacy of students and other customers. The GFTS College Administrator is responsible for GFTS’ personal information and electronic document protection program. Information covered under this policy includes invoices, personal identification documents, course reports including periodic instructor and test evaluations, pilot licenses, license applications, medical certificates, flight sheets, or any other document required by GFTS to conduct training and business.
2. I, (First Name, Last Name)Click or tap here to enter text., allow Global Training Solutions to collect the following personal identification information as part of my student file as required by the Superintendent Private Career Colleges, Transport Canada and GFTS in order to satisfy and administer the requirements for pursuing Commercial Pilot Licence or Flight Instructor Rating – Aeroplane training:
	1. Your full name (Last Name First Name): **Click or tap here to enter text.**
	2. Student Number(xxxxxxx): **Click or tap here to enter text.**
	3. Permanent Address: **Click or tap here to enter text.**
	4. Street Address: **Click or tap here to enter text.**
	5. City or Town: **Click or tap here to enter text.**
	6. Province, State, Region: **Click or tap here to enter text.**
	7. Postal Code: **Click or tap here to enter text.**
	8. Country: **Click or tap here to enter text.**
	9. Local Address if different from your Permanent Address: **Click or tap here to enter text.**
	10. Street Address: **Click or tap here to enter text.**
	11. City, Town: **Click or tap here to enter text.**
	12. Province, State, Region: **Click or tap here to enter text.**
	13. Postal Code: **Click or tap here to enter text.**
	14. Country: **Click or tap here to enter text.**
	15. Telephone number and cell phone number: **Click or tap here to enter text.**
		1. Local(xxx-xxx-xxxx): **Click or tap here to enter text.**
		2. Cell(xxx-xxx-xxxx}: **Click or tap here to enter text.**
	16. Email address(xxxx@xxxx.xxxx: **Click or tap here to enter text.**
	17. Date of birth(yyyy/mm/dd): **Click or tap here to enter text.**
	18. Gender: **Click or tap here to enter text.**
	19. Training will be conducted **in English**.
	20. What is your first language (English or French): **Click or tap here to enter text.**
	21. Are you able to fluently communicate in English (comprehension, reading, speaking), (yes / no): **Click or tap here to enter text.**
	22. Do you require an accommodation in order for you to participate in a survey? (yes / no): **Click or tap here to enter text.**
	23. Are you on a student visa (yes / no)? **Click or tap here to enter text.**
		1. If yes, what is the status of your student visa (in effect / pending): **Click or tap here to enter text.**
	24. Have you received a student loan under the *Ministry of Training, Colleges and Universities Act* or any other government funding (yes / no): **Click or tap here to enter text.**
3. The following Information forms additional elements of your personal file:
	1. Details of you program, including its name, duration (in hours), format (**non-continuous**), the programme does not involve a practicum. It does, however, require in flight training, and records of the results of any evaluations (ground school, flight training);
	2. A copy of the signed contract between GFTS and you;
	3. A copy of evidence verifying that you have met the admission requirements in accordance with this contract;
	4. If you have withdrawn or been expelled from the program - copies of the withdrawal or expulsion letter,
	5. any refund calculation, and a copy of any refund cheque; and
	6. A copy of all invoices issued to you payments made by you for fees.
4. **Consent.** Enquiries are to be directed to the College Administrator if you have any questions about the reasons for the information being collected, its use and to whom it is being disclosed. You can withdraw consent for the collection, use and disclosure of personal information at any time, subject to legal or contractual restrictions and reasonable notice. You will be advised of the implications of your withdrawal of consent as it applies to your ongoing training. You are required to consent to the above and sign this form in order to be able to pursue your Commercial Pilot Training and other flying related training at GFTS.
5. **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
6. **Print Name (First, Last)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
7. **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
8. **Consent specific to the Superintendent** of Private Career Colleges

I, (first name, last name) **Click or tap here to enter text.** allow Global Flight Training Solutions to give my name, address, telephone number, e-mail address and other contact information to the Superintendent of Private Career Colleges for the purposes checked below:

 [ ]  To advise me of my rights under the Private Career Colleges Act, 2005 including my rights to a refund of fees, access to transcripts and a formal student complaint procedure; and

 [ ]  To determine whether Global Flight Training Solutions has met the performance objectives required by the Superintendent for its vocational programs.

I understand that I can refuse to sign this consent form and that I can withdraw my consent at any time for future uses of my personal information by writing to Global Flight Training Solutions (need to add address). I understand that if I refuse or withdraw my consent the Superintendent may not be able to contact me to inform me of my rights under the Act or collect information to help potential students make informed decisions about their educational choices.

1. **Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
2. **Print Name (First, Last)** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_
3. **Date**\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_