

## **Privacy Policy**

### **Privacy & Security Statement**

Sheridan is committed to respecting your privacy and protecting your personal information whether you are browsing for information or conducting business with us electronically. This Privacy & Security Statement explains the current practices employed at our web sites and is based upon the principles covered in Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA") as well as Ontario's Freedom of Information and Protection of Privacy Act ("FIPPA").

#### **Principle 1 – Accountability**

Sheridan is responsible for the personal information under its control and complies with the 10 principles of PIPEDA to the best of its ability. All Sheridan staff members are responsible for compliance to this policy when handling personal information.

#### **Principle 2 - Identifying purposes**

Unless it is self-evident the purposes for which personal information is collected shall be identified at the time the information is collected.

#### **Principle 3 – Consent**

Sheridan will only use your personal information for the use identified when it was collected except where required or permitted by law. Your consent will be required before your personal information can be used for any new use or purpose.

#### **Principle 4 - Limiting collection**

When you visit our web sites, we will not collect your personal information unless you choose to use and receive online products and services that require it. We will only collect the information that is absolutely necessary for the identified purpose.

#### **Principle 5 - Limiting use, disclosure and retention**

Your personal information will only be used for the purpose identified when it was collected and will not be disclosed without your prior consent unless required or permitted by law. The information is only kept as long as necessary to satisfy the purposes for which it was collected. Sheridan will not sell or rent personal information to any organization or person for any reason.

#### **Principle 6 – Accuracy**

Sheridan makes every effort to ensure that your personal information is as accurate, complete and up to date as possible. We provide you with the facility to update your own personal information where possible to ensure this.

### **Principle 7 – Safeguards**

Our systems use up-to-date security protocols to ensure the integrity and confidentiality of the information and the systems themselves. The personal information that you provide is secured using Secure Socket Layers ("SSL") encryption technology. SSL technology prevents the information from being intercepted and read as it is transmitted over the Internet to our own servers. Sheridan also uses organizational processes such as limiting access to your personal information to only those individuals who require access to it to fulfill the purpose for which it was collected.

### **Principle 8 – Openness**

Sheridan endeavours to make information about our policies and practices readily available in an easy to understand format.

### **Principle 9 - Individual access**

You may request access to the personal information that we have concerning you by submitting a request to Sheridan's Privacy Officer.

### **Principle 10 - Provide recourse**

Please feel free to contact us at any time if you have any questions or concerns regarding this statement or our adherence to it:

Privacy Officer  
Sheridan Institute of Technology and Advanced Learning  
1430 Trafalgar Road  
Oakville, ON  
L6H 2L1  
[privacy@sheridaninstitute.ca](mailto:privacy@sheridaninstitute.ca)

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