

Fair Processing Notice

Our Commitment to Privacy:

The privacy and security of your personal information is important to us. This notice explains the type of information that we collect, use and disclose and how it is protected. You can find out more about our information management practices by reviewing our privacy policy at <https://ucanwest.ca/about-ucw/policies> or contacting our privacy office at privacy@ucanwest.ca.

Who we are:

Learning Wise Education Inc. doing business as University Canada West (“we” or “us” or “UCW”) is part of the Global University Systems group of companies (the GUS Group) providing educational programs and services to students around the world. UCW is the data controller of the information that you provide to us for the purposes of applying to or participating in our educational programs. This means that we are responsible to keep and use your personal data in accordance with applicable privacy laws.

What we collect:

As an educational body, UCW needs to collect and process certain personal data in order to provide educational services and products to you and to provide students with the instruction and support that they may require while completing their programs.

To evaluate whether you are eligible for admission to a UCW program we will collect information about you which will include your name and contact information, biological information, information about your educational and employment, history and any disciplinary history, applicable test results, your professional designations, and other information that you may voluntarily provide in support of your application.

During your participation in our educational programs, we may also collect and use additional information about you that is necessary to deliver programs and services to you, including information about your educational performance and conduct, test results, financial information, emergency contact information and other information that you may choose to provide to us.

From time to time, we may need to request or you may choose to provide us with sensitive personal information about you, such as details of your health (including any disability or medical condition and dietary requirements), information revealing your race, ethnicity, religious beliefs, sexual orientation, or information about criminal convictions or offences. These types of personal data require that we take additional steps to ensure their security and confidentiality. We only collect and process sensitive personal data where it is necessary for the delivery of a product or service.

You may also be asked to provide us with personal data about other individuals, such as by providing us with emergency contact information or providing us with other information about your family circumstances. Please ensure that you notify and seek approval from the relevant individuals that you are providing their information to us.

How we use your personal data

The personal data that we collect is used to:

- make decisions about your eligibility for admission to an educational program;
- consider your eligibility for financial aids, scholarships and other awards;
- administer and deliver educational and related services to you;
- communicate with you about our programs and services;
- respond to complaints, misconduct allegations or academic appeals or administer disciplinary action;
- evaluate and improve our programs and services;
- to perform our contractual obligations and for other legitimate business purposes;
- to comply with our legal and regulatory obligations.

Where you have provided us with your consent to do so, we may also contact you about products or services and promotional activities that may interest you or the GUS companies may contact you for these purposes.

Our legal authority to collect personal data

We will only collect and use your personal information when we are permitted to do so by law, including to:

- Perform our contract with you for the provision of educational and related services;
- Where there are legitimate business reasons to do so, such as providing services, monitoring and improving, the effectiveness of our programs, and administering our programs, staff and facilities;
- To comply with our legal obligations;
- To protect the vital interests of our students, such as where we believe you or another person may be at risk of harm.
- With your express or implied consent.

Optional collection of Personal Data

If you would like to receive communications from us or from the GUS companies or from other parties about offers and promotional opportunities and information about events, scholarships and bursaries which we believe might be of interest to you (including from the wide range of universities in the GUS group), please ensure that you check the box where indicated below to confirm your consent allowing us to the use of your personal data for these purposes. Your decision not to provide this consent will not affect the processing of your application in any way. You may withdraw your consent at any time by emailing us at privacy@ucanwest.ca or by activating the unsubscribe mechanism in any email or other electronic messages that we send to you.

Recipients of your data

In order to provide educational programs and services to you, some personal data about you may be shared with our parent corporation, Global University Systems, which processes the information and assists us in evaluating applications, making decisions about admissions to our programs and assessing and improving our programs and systems. Your information may also be shared with third parties who provide services to us, such as our insurers, suppliers, advisors, and independent contractors engaged by us. If we provide information to such third parties, we will require it and its agents to take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this fair processing notice.

From time to time, we may also share personal data with law enforcement or regulatory authorities where we are required or permitted by law to do so. This may include government agencies in British Columbia and Canada responsible for the delivery of post-secondary educational programs.

If you provide your consent below, some information may also be shared with Global University Systems and third parties with whom it does business for marketing and promotional purposes.

Where your data is processed

When you submit an application to UCW your personal data is initially received by our parent corporation, Global University Systems which stores data in England and the Netherlands. Once, Global University Systems has processed and verified the information in your application, your file is provided to UCW so decisions can be made about your application. Thereafter, your personal data is used and maintained by UCW in Canada for the purposes described above. Some of your personal data is also retained and used by Global University Systems for program evaluation and quality assurance purposes.

If you consent to the use of your personal data for marketing and promotional purposes, your data may be shared with any of the organizations making up the GUS Group of companies, which may be located in Canada, the United States, England or the European Economic Area. The GUS Group may also share your data with third parties with whom the GUS Group does business so that they can contact you for marketing and promotional purposes. For more information about the collection, use and disclosure of your personal information by the GUS Group please review the GUS Privacy Notice <https://www.globaluniversitysystems.com/privacy-policy>. A full list of the GUS Group companies is available at: <https://www.globaluniversitysystems.com/our-institutions>.

The protection and retention of your personal data

We seek to ensure – along with the other members of the GUS group of companies – that we meet appropriate standards of security and organisational and technical measures which satisfy applicable standards of data protection, including in accordance with the General Data Protection Regulation (EU) and the Personal Information Protection and Electronic Documents Act

We will retain your personal data only as long as it is needed for the purposes described above, unless we are required by law to retain it longer or there are other legitimate reasons to keep it longer. For unsuccessful applicants, personal data is generally retained for one year. We maintain student information only as long as it is needed. Your personal data will only be retained for the purposes described above and will be securely destroyed when it is no longer needed.

Your Rights

Under applicable data protection laws, you have the right to:

- **Access** - Request access to your personal data.

- **Withdraw Consent**- *Withdraw your consent at any time if your personal data is being processed on the basis of your consent. Please note, however, that the withdrawal of consent may mean that some products and services cannot be provided to you.*
- **Correction** - *Update and correct your personal data so that it is accurate.*
- **Objection** - *Object to the processing of your personal data, such as for marketing and profiling purposes.*
- **Erasure** - *In some circumstances, you may request that we erase or delete your personal data from our records, such as where you withdraw consent, it is no longer needed or it has been unlawfully processed;*
- **Restrict or Suspend Processing** - *In some circumstances, request that we restrict or suspend the use of your personal data, such as where the information is no longer needed or was unlawfully processed.*
- **Transfer** - *Request the transfer of your data to another party.*
- **Portability** - *Obtain your personal data in a portable format, such as in electronic form.*
- **File Complaints** - *File a complaint about how UCW processes your personal information with us and/or the applicable data protection authority, such as the Privacy Commissioner of Canada or any other applicable EU Supervisory authority.*

To exercise any of these rights, please contact us at privacy@ucanwest.ca in writing. We endeavour to respond to inquiries within one month or sooner if we are able to do so.