

MESSAGE TO APPLICANTS

Submission of an application to Holland College means you have initiated a process that is covered by the College's Privacy Policies and Regulations. The following statement provides an explanation of the College's privacy policies, rules, requirements, and obligations under current legislation. The statement also lays out responsibilities and obligations that apply to the applicant. Questions regarding this statement should be directed to Privacy@hollandcollege.com

HOLLAND COLLEGE PROTECTION AND USE OF PERSONAL INFORMATION AND PRIVACY STATEMENT FOR STUDENTS

The personal information that you provide to Holland College is collected under the authority of the *Holland College Act 2016* (the Act), *Maritime Provinces Higher Education Commission Act* (MPHEC ACT), and Holland College Board Policy 20-09 [*Access to Information and Protection of Personal Information*]. Holland College collects, uses and discloses personal information to perform its duties under the Acts as permitted under Board Policy [20-09](#) for administrative, marketing, financial and statistical purposes; taxation; determination of eligibility for benefits, scholarships and awards; providing access to services offered by Holland College; academic programming; program specific licensing requirements; external placements that occur as part of your program; alumni; surveys and research about programs and services offered by Holland College. The personal information you provide may be disclosed to internal academic and administrative departments according to college policy. Personal information is shared externally as required by federal and provincial reporting requirements. If you have applied for a student loan or financial assistance from federal and or provincial student loan departments, federal and or provincial skills development funding agencies, Workers Compensation departments, or another sponsoring agency, the College will exchange information with the department or agency as necessary for completion of your application. If you are an international student who applied to the college via a recruitment Agent, the College will exchange information with the Agent as necessary for completion of your application and the processing of any Agent fees. Disclosure of information to MPHEC is described further below.

Acknowledgement: I understand that by submitting my application, I am authorizing Holland College to collect, use and disclose my personal information, as outlined above.

I hereby certify that all information on my application is true and complete. I understand that by continuing with my application process I am granting permission to Holland College to contact me regarding my application. I understand that false information may result in cancellation of my admission or dismissal from the college. I agree that any misrepresentation by me may be shared with other post-secondary institutions. I acknowledge that I have been provided with the opportunity to read the Holland College [Student Code of Conduct](#), the [Acceptable Use for Computing and Networking Resources](#) and other [Holland College policies](#) through the links provided and I have had an opportunity to obtain such legal advice as I deem appropriate regarding these documents. I hereby agree to abide by the Holland College Student Code of Conduct, the Acceptable Use for Computing and Networking Resources, and all other Holland College policies, regulations, and procedures including payment of tuition and fees.

I hereby release the College or any institute, departments, agencies or bodies associated with the College, from any and all liability in connection with the exchange of information as described above. I understand that the College will only release information that is relevant to the request being made.

NOTIFICATION OF DISCLOSURE OF PERSONAL INFORMATION TO THE MARITIME PROVINCES HIGHER EDUCATION COMMISSION (MPHEC)

The MPHEC collects student identification information (student's name, student ID number), student contact information (address and telephone number), student demographic characteristics, and enrolment information from Holland College.

Enrolment and demographic information is used by MPHEC in the preparation of basic statistics, as well as to understand student pathways through to graduation, and the factors that affect these pathways. The information assists governments and institutions in decision-making and in enhancing the post-secondary learning environment.

Personally-identifying information is used only for limited purposes:

- 1) To create record linkages between data from different institutions in order to track student pathways among institutions. Once records are linked, personal information is deleted from the research data file.
- 2) To communicate with Holland College and Statistics Canada during the data validation process

The legal authority for these activities is provided by a data sharing agreement between Holland College and the MPHEC, as well as the Maritime Provinces Higher Education Commission Act. The Act requires that all data received by the Commission is kept confidential, and ensures the protection of personal information. More information about the MPHEC may be found at www.mphec.ca. A copy of its Standard for Maintaining Confidentiality is available here:

<http://www.mphec.ca/general/confidentiality.aspx>

Questions may be addressed to:

Director, Research and Data Analysis
Maritime Provinces Higher Education Commission
82 Westmorland St. Suite 401, P.O. Box 6000, Fredericton NB E3B 5H1
Phone: (506) 453-2844; Fax: (506) 453-2106; Email: mphec@mphec.ca

NOTIFICATION OF DISCLOSURE OF PERSONAL INFORMATION TO STATISTICS CANADA

The federal *Statistics Act* provides the legal authority for Statistics Canada to obtain access to personal information held by educational institutions. The information may be used for statistical purposes *only*, and the confidentiality provisions of the *Statistics Act* prevent the information from being released in any way that would identify a student.

Students who do not wish to have their personally-identifying information submitted to MPHEC or Statistics Canada will notify Holland College in writing (email is acceptable):

Holland College Admissions Office
140 Weymouth Street, Charlottetown PEI Canada C1A 4Z1
Fax: 902-629-4239
Email: info@hollandcollege.com