



Access to Personal Information

Students have a right to access their Personal Information and to protect their privacy with respect to the Personal Information that is collected and stored by TVO ILC.

Examples of this Personal Information are:

- Name, address, telephone number, etc.
- Course enrollment, marks, educational history, etc.

TVO ILC will only release Personal Information to the following person(s) upon confirmation of their identity and status:

- Adult student (for student 18 years of age or older) **or**
- Parents/Guardians and student (for student under the age of 18).

TVO ILC must first have written consent to release any Personal Information about the student to others.

Upon registration, read and complete the **Release of Personal Information Form** (below) and update the information at any time after enrollment by sending an updated form to TVO ILC.

Release of Personal Information Form

This form is to be completed by a student 18 years of age or older or by a parent/guardian of a student under the age of 18.

| | |
|---|--|
| Student Name | |
| ILC Number (if assigned) | |
| Date of Birth (dd/mm/yyyy) | |
| Parent/Guardian Name (for students under the age or 18) | |

I _____ will allow TVO ILC to release Personal Information

Print name of student (18 years of age or older) or parent/guardian (of student under the age of 18) to other individuals: No Yes (Indicate the individual's name and relationship to student below)

| | | | |
|------|--|--------------|--|
| Name | | Relationship | |
| Name | | Relationship | |

Signature: _____
Signature of student (18 years of age or older) or parent/guardian (of student under the age of 18)

Date

Notes:

1. A student, who turns 18 years of age after initial registration, is required to submit a new **Release of Personal Information Form**.
2. Affiliates/Facilitators will have access to Personal Information for students who register through an Affiliate, a Secondary School or Identifiable Group.
3. TVO ILC will release Personal Information to educational institutions (e.g. secondary schools, colleges and universities) upon a student's submission of a **Request for Education Documents** form and/or written email request sent to TVO ILC.
4. For Affiliate students, TVO ILC will release Personal Information to educational institutions (e.g. secondary schools, colleges and universities) upon a student's submission of a **Request for Education Documents** form through the Affiliate.

The collection of personal information on this form and through the course of ILC's provision of services to you is pursuant to the authority of the Education Act (R.S.O. 1990, c.E.2) or through your consent where applicable. Personal information will be used by TVO and ILC to establish the student record and for student and education related purposes such as registration, administration, educational planning, data reporting, as well as to improve our services. All personal information collected on this form will be stored in the student record. Questions about this collection should be directed to the Privacy Officer at TVO. The Privacy Officer can be reached at the following address: Attn: Privacy Officer, TVO, Box 200, Station Q, Toronto, Ontario, Canada M4T 2T1. You can also call 1.800.613.0513 and ask to speak to the Privacy Officer or send an email to privacy@tvo.org.