

## Privacy Policy – Peace River Bible Institute

### Commitment

The Peace River Bible Institute (PRBI) is bound by the requirements of the Personal Information Privacy Act of Alberta (PIPA) and collects, uses, or discloses personal information in accordance with its provisions. PRBI is committed to protecting the privacy of the personal information of its stakeholders: employees, students, alumni, applicants, donors (current and past), directors, and volunteers.

### Personal Information Defined

Personal information is any information in any form (for example, paper, digital, audio–visual, graphic) that can be used to distinguish, identify or contact a specific individual (for example, name, home address, home phone number, ID numbers), and information about an individual (for example, physical description, educational qualifications, health condition). This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual.

### Privacy Principles

At PRBI we are committed to abiding by the following ten privacy principles:

1. **Accountability:** PRBI is responsible for personal information under its control. A designated individual is responsible for monitoring our ongoing compliance with the Privacy Principles.
2. **Identifying purposes:** The purpose for which personal information is collected will be identified by PRBI.
3. **Consent:** Consent is required for the collection, use and disclosure of personal information, subject to certain exceptions. Such exceptions are set out in the law and include where legal, medical or security reasons make it impossible or impractical to seek consent.
4. **Limiting collection:** The collection of personal information must be by fair and lawful means and be limited to that which is necessary for the purposes identified.
5. **Limiting use, disclosure, and retention:** Personal information may only be used or disclosed for the purposes for which it was collected, other purposes consented to or as required or permitted by law. It may only be kept for as long as is necessary to satisfy the purposes for which it was collected or as required or permitted by law.
6. **Accuracy:** PRBI will make every effort to ensure that stakeholders' personal information is as accurate, complete and current as required for the purpose for which the personal information was collected.
7. **Safeguards:** PRBI is committed to safeguarding its stakeholders' personal information in order to prevent it from unwarranted intrusion, release or misuse. PRBI will use security safeguards that are appropriate to the sensitivity of the information, in order to protect personal information.
8. **Openness:** Information about PRBI' privacy policies and practices for managing personal information shall be made available to those that request it.

9. **Individual access:** Upon written request, an individual will be informed of the existence, use and disclosure of their personal information and will be given access to it, subject to certain exceptions, as permitted by law. The individual may also verify the accuracy and completeness of their information and request that it be amended, if appropriate.
10. **Inquiries and concerns:** PRBI may be contacted regarding inquiries or concerns about its privacy policies and practices.

### **Review**

The PRBI privacy policy will be reviewed annually.

### **Contact Information**

Questions or concerns relating to PRBI's privacy policy on the treatment of personal information should be mailed to:

Privacy Compliance Officer  
Peace River Bible Institute  
PO. Box 99  
Sexsmith, AB T0H 3C0

Or e-mailed to: [privacy@prbi.edu](mailto:privacy@prbi.edu)