



Personal Information Protection and Electronic Document Act (PIPEDA)

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GENESIS is committed to protecting the privacy of student customers. GENESIS's Flight Training Administrator is responsible for GENESIS's protection program. This includes invoices, course reports, copying pilot licenses, license applications, medical certificates, flight sheets, or any other document required by GENESIS to conduct business and training. GENESIS does this to ensure only qualified people have access to your personal information and that your training is properly documented. GENESIS also keeps a credit card number to secure payment for after-hours flying or overdue accounts. These documents are kept in a secure area, accessible only by authorized staff members. Electronic documents are password protected. Information may be disclosed to our staff, bank, credit reporting agencies, Transport Canada, law enforcement agencies, or others identified by the PIPEDA. Due to legal requirements imposed by Transport Canada, these documents are not destroyed. GENESIS is also required under the Act to keep your student file for three years from the date you leave the GENESIS. The student file includes:

1. Full name, sex, date of birth, residential address while enrolled, permanent address, phone numbers at the residential and permanent addresses and any cell phone number and/or email address.
2. A record of the results of any academic evaluations of the student by GENESIS.
3. A copy of the signed contract between GENESIS and the student.
4. A copy of evidence verifying that the student has met the admission requirements in accordance with this contract and with the Act.
5. If the student has withdrawn or been expelled from the program, copies of the withdrawal or expulsion letter, any refund calculation and any refund cheque.
6. A copy of all receipts issued to the student for the payment of fees in accordance with the Act.

Information involving aviation safety may be shared with any authorized person having an interest. This may include other parties such as flight schools, Transport Canada, Civil Aviation Medicine or airport authorities. Examples of reasons may include medical problems if you refuse to report them or security concerns. GENESIS may share your training record, progress or other concerns with the above parties as well. GENESIS does this to ensure aviation safety as well as to ensure that the quality and integrity of flight training are maintained.

You can make an inquiry with the Flight Training Administrator to see your file at any time and correct any erroneous information. Once a flight is completed, GENESIS keeps the collected records as required by Transport Canada.