

Privacy Policy

Rosewood College (“**Rosewood**”) understands that your privacy is important. This document describes how Rosewood collects, stores, uses, and discloses the personal information of its students, prospective students, and alumni. At all times, Rosewood strives to maintain the highest standards in compliance with all relevant legislation.

Personal Information

The personal information that Rosewood collects, stores, uses, and/or discloses includes:

- Name, address, and contact details (including telephone number and email address);
- Date of birth;
- Bank account and credit card details;
- Educational history such as test score and transcripts and other similar information; and
- Financial information that may include financial information about family members;

On campus Rosewood uses video surveillance to ensure the safety students, staff, and all other individuals on campus. Rosewood may also monitor its IT systems.

Collecting Personal Information

Rosewood collects personal information directly when individuals communicate with us, apply for a program of study, or through forms that are filled out. Rosewood also creates and maintains records for everyone it has dealings with. For example, Rosewood maintains records on prospective students in addition to current and past students.

Rosewood may also collect personal information from visitors to its website on a voluntary basis. This information is collected only if an individual requests information or a service from Rosewood or agrees to join a Rosewood email list or be contacted for a specific purpose. Personal information received from any visitor will be used only for internal purposes and will not be sold or provided to third parties.

Protecting and Disclosing Information

Only authorized Rosewood staff have access to personal information.

Rosewood does not sell, trade, or otherwise transfer any personally identifiable information to outside parties with the exception of third parties who assist Rosewood in conducting its business as long as those parties agree to keep information confidential. Rosewood may release personal information when such disclosure is required to comply with legal or regulatory requirements or to protect the rights, property or safety of Rosewood or another individual. Rosewood may use information that is not personally identifiable for marketing, analyzing trends, evaluating our programs, gather demographic information, or other uses.

Student Records

Rosewood stores student personal information digitally using Orbund, a Software-as-a-Service (SaaS) student information system. Orbund is periodically backed up. Some student personal information may also be stored in a physically designated file that is securely stored in a locked cabinet. Access to student personal information will be limited to authorized staff only.

Accessing Student Records

Students wanting to access their personal student records must make a written request to the relevant Campus Director. Upon receipt of such a written request by the Campus Director, Rosewood will provide the student with access to their personal student records within ten (10) business days. Access means that the student may view their personal student records in-person on campus as stored in Orbund and in their physical file. If a student requires copies of their personal student records, a processing fee will apply.

Students may challenge any deficiencies or inaccuracies they find in their personal student records by writing to the Campus Director and explaining the deficiency or inaccuracy. Rosewood Campus Director will work with students to ensure their personal student records are accurate. Should the challenge concern a grade, students should use the Appeal Policy outlined in the Student Handbook.