

# CPLED Privacy Policy

## Policy Statement

The Canadian Centre for Professional Legal Education (CPLED) is established pursuant to the Societies Act, (Alberta) S. A. 2000, c.S-14, for the purpose of delivering the Practice Readiness Education Program (**PREP**) on behalf of the member jurisdictions of the Law Society of Alberta, the Law Society of Saskatchewan, the Law Society of Manitoba and the Nova Scotia Barristers' Society. CPLED also delivers **PREP** on behalf of its affiliated jurisdictions, the Law Society of the Northwest Territories and the Law Society of Nunavut. CPLED delivers the Legal Research and Writing (**LRW**) program on behalf of the **Federation** of Law Societies of Canada (the "**Federation**"). Any reference to CPLED in this document also refers to its programs.

CPLED is committed to protecting the privacy and **Personal Information** of those to whom it provides products and services. CPLED's Privacy Policy incorporates the applicable portions of the **Personal Information** Protection and Electronic Documents Act, S.C. 2000, c.5 (PIPEDA), the **Personal Information** Protection Act, S.A. 2003 c. P-6.5 (PIPA) and the 10 principles set out in the Canadian Standards Association (CSA) Model Code for the Protection of **Personal Information**.

Defined terms are in **bold text**; definitions can be found in the [CPLED Policy Definitions](#) document.

## I. Authority and Application of Policy

- 1.1. This policy applies to all CPLED **Students** except where otherwise specified, in which case the policy will be applicable only to **Students** of the indicated program.
- 1.2. **Students** agree to abide by this policy pursuant to the **Student Agreement** which all **Students** signed upon entry to their CPLED program.
- 1.3. This policy applies to both the in-person and virtual environments.

## 2. Purposes for Collection, Use and Disclosure of Personal Information

- 2.1. CPLED collects, uses and discloses **Personal Information** for the following purposes ("Identified Purpose"):
  - a. To assist in the operation and administration of its programs to **Students** in each of the provinces and territories of Canada;
  - b. To monitor **Student** performance;
  - c. To communicate with the **Student**, their principal, the applicable Law Society or the **Federation** regarding the **Student's** participation in their program or their performance;
  - d. To establish and maintain relationships with **Students** using our products and services;
  - e. To provide requested and ongoing products and services;

- f. To obtain a better understanding of **Students** accessing our products and services and their requirements and preferences;
- g. To develop, enhance and/or market products and services;
- h. To manage and improve business and operations, including for statistical purposes and data analytics;
- i. To prevent, detect, sanction or report any breach of the requirements of professional behavior, professional integrity, and academic integrity and to ensure **Students'** compliance with CPLED's Professional Integrity Policy;
- j. To comply with and carry out arrangements with and obligations to the Law Society of Alberta, the Law Society of Saskatchewan, the Law Society of Manitoba, the Nova Scotia Barristers' Society, the Law Society of the Northwest Territories, the Law Society of Nunavut, and the **Federation**;
- k. To develop and administer **PREP** in order to assist the Law Society of Alberta, the Law Society of Saskatchewan, the Law Society of Manitoba, the Nova Scotia Barristers' Society, the Law Society of the Northwest Territories and the Law Society of Nunavut in meeting legal and regulatory requirements in their respective jurisdictions;
- l. To develop and administer **LRW** in order to assist the **Federation** in providing options for **Students** to meet National Committee on Accreditation requirements;
- m. To verify whether potential instructors meet the requirements established by CPLED; and
- n. For any other reasonable purposes as required for the effective delivery of our programs.

### 3. Collection of Personal Information

3.1. For **PREP Students**, CPLED collects the following **Personal Information** about **Students** enrolled or seeking enrollment in our programs for the purposes identified above:

- a. Name, address, and email address;
- b. Date of birth;
- c. Gender;
- d. Preferred pronoun;
- e. Demographic background;
- f. Emergency contact information;
- g. Articling information including firm name, size of firm, city, province, start date, principal name, principal email address, principal phone number;
- h. Accommodation (if applicable);

- i. Who is paying for their tuition fees: **Student**, firm, scholarship;
- j. If previously enrolled in a Bar admission course, which province;
- k. Legal degree: institution name, degree type, country, year and month obtained;
- l. NCA **Certificate of Qualification** (if applicable) and prior legal experience (if applicable) country and years of experience;
- m. Verification of the **Student's** Law Society membership, including roll number;
- n. Changes in membership status (if applicable);
- o. Confirmation as to whether the **Student** has successfully completed their program with CPLED; and
- p. Concerns or information relating to a contravention or potential contravention of the [CPLED Professional Integrity Policy](#).

**3.2. For LRW Students**, CPLED collects the following **Personal Information** about **Students** enrolled or seeking enrollment in our programs for the purposes identified above:

- a. Name, address, and email address;
- b. Date of birth;
- c. Gender;
- d. Preferred pronoun;
- e. Demographic background;
- f. Emergency contact information;
- g. Accommodation (if applicable);
- h. NCA **Assessment Report**;
- i. Confirmation as to whether the **Student** has successfully completed their program with CPLED; and
- j. Concerns or information relating to a contravention or potential contravention of the [CPLED Professional Integrity Policy](#).

**3.3. CPLED** collects the following **Personal Information** about individuals who are applying to serve as an instructor for CPLED:

- a. Name, address and email address;
- b. Verification of the instructor's Law Society membership; and
- c. Confirmation with respect to whether they are a member of the Law Society in good standing.

**3.4. Where practical**, CPLED will collect **Personal Information** directly from the individual to whom the information pertains. Where necessary, **Personal Information** may be

collected from other sources. CPLED will only collect the **Personal Information** necessary for the Identified Purposes listed above.

- 3.5. PIPEDA and PIPA provide that an individual is deemed to consent to the collection, use or disclosure of **Personal Information** about that individual for a particular purpose if the individual voluntarily provides the information for that purpose and it is reasonable that a person would voluntarily provide that information.
- 3.6. In determining the appropriate form of consent, CPLED will consider the sensitivity of the **Personal Information** and the reasonable expectations of a person. In general, the use of products and services provided by CPLED to a person constitutes implied consent for CPLED to collect, use and disclose **Personal Information** for all Identified Purposes.
- 3.7. In order to participate in our programs, **Students** are required to provide their **Personal Information** for the uses set out above. Consent may be withdrawn, unless CPLED needs the **Personal Information** to fulfil a legal obligation, or if the collection, use or disclosure without consent is authorized by PIPA or PIPEDA. If a **Student** withdraws their consent, it may affect the **Student's** ability to participate further in their program. **Students** who wish to withdraw their consent may contact CPLED for more information regarding the implications of withdrawing consent to the use or disclosure of **Personal Information**.
- 3.8. CPLED will undertake reasonable efforts to ensure that the **Personal Information** collected, used or disclosed by CPLED is accurate and complete.

#### 4. Use and Disclosure of Personal Information

- 4.1. CPLED will not use or disclose **Personal Information** for purposes other than that for which it was collected, except with the consent of the **Student** or as permitted or required by law, including the exceptions permitting use or disclosure without consent established in PIPA or PIPEDA.
- 4.2. CPLED may disclose **Personal Information** to third parties, including anyone who in our reasonable judgment is seeking the **Personal Information** as an agent or authorized representative of the **Student** to whom the **Personal Information** relates.
- 4.3. CPLED may, in accordance with the Identified Purposes above, disclose **Personal Information** to a company or an individual employed or retained by CPLED to perform functions on our behalf, including:
  - a. Research;
  - b. Data processing;
  - c. Evaluating;
  - d. Preparation and delivery of services; and
  - e. Mailing and other modes of provision of information.
- 4.4. For **PREP Students**, CPLED may disclose the following information to the Law Society in which the **Student** is a member:

- a. If the **Student** is subject to **Unenrollment** from **PREP**;
- b. If the **Student** has been granted a **Withdrawal** from **PREP**;
- c. If the **Student** is subject to **Suspension** or **Expulsion** from **PREP**;
- d. Upon completion of **PREP**, a statement indicating whether the **Student** has passed or failed;
- e. If the **Student** initiates a reconsideration request pursuant to the [PREP Reconsideration and Appeal Policy](#), and the ensuing decision;
- f. If the **Student** initiates an appeal pursuant to the [PREP Reconsideration and Appeal Policy](#), and the ensuing decision;
- g. If the **Student** does not complete **PREP** within the period of time prescribed by CPLED;
- h. If the **Student** initiates a readmission request after **Expulsion**, and the ensuing decision; and
- i. If the **Student** has breached the [CPLED Professional Integrity Policy](#), including the full details of any applicable investigations.

**4.5.** For **PREP Students**, CPLED may disclose the following information to the **Student's** principal:

- a. Information about the **Student's** participation or performance in **PREP**, including their grades.; and
- b. Information about any investigations or outcomes related to the **Student's** participation or performance in **PREP**.

**4.6.** For **LRW Students**, CPLED may disclose the following information to the **Federation**:

- a. Upon completion of **LRW**, a statement indicating whether the **Student** has passed or failed;
- b. If the **Student** does not complete **LRW** within the maximum number of allowable attempts; and
- c. If the **Student** has breached the [CPLED Professional Integrity Policy](#), including the full details of any investigations pursued.

## 5. Protection of Personal Information

**5.1.** CPLED protects **Personal Information** by using reasonable safeguards appropriate to the sensitivity of the **Personal Information** and makes reasonable efforts to protect **Personal Information** against loss or theft, unauthorized access, disclosure, copying, use or modification, regardless of the format in which it is held. PIPEDA and PIPA allow CPLED to retain **Personal Information** for as long as is reasonable for legal or business purposes.

**5.2.** CPLED reserves the right to contract out any services to third parties. This contracting of services may include contracting out to third parties who are not located in Canada,

including the United States and the United Kingdom. At all times, CPLED will ensure that each third-party contractor has the appropriate privacy safeguards in place in order to ensure all **Personal Information** is secure.

## 6. Access

- 6.1. Upon written request, CPLED will inform a **Student** of the existence, use and disclosure of their **Personal Information**. CPLED will provide a **Student** with reasonable access to his or her **Personal Information**, subject to any applicable exemptions in PIPA or PIPEDA.
- 6.2. CPLED may be unable to provide access to all the **Personal Information** held about a **Student** if providing access would reveal **Personal Information** about another individual or would reveal confidential commercial information. If an access request is denied, CPLED will provide the reasons for denying the access request and the forms of recourse that the **Student** may take.
- 6.3. CPLED will respond to a **Student's** request within a reasonable time and, in any event, not later than the time required by law, subject to extensions permitted by law. If an extension is permitted, CPLED will notify the **Student** of the extension, the reason for the extension, the time in which a response may be expected and the types of recourse a **Student** may take in relation to the decision to extend.

## 7. Accuracy

- 7.1. PIPEDA and PIPA permit **Students** to submit written requests to CPLED to correct errors or omissions in their **Personal Information** within the custody or control of CPLED. CPLED will correct a **Student's Personal Information** upon request and, if reasonable to do so, send correction notifications to any other organizations to which CPLED disclosed the incorrect information. Alternatively, CPLED may decide not to correct the **Personal Information**, but annotate the **Personal Information** that a correction was requested but not made.

## 8. Contacting CPLED

- 8.1. If you have any questions, comments or concerns about CPLED's Privacy Policy, please contact [CPLED Admin](#).