


Section 1 Policies and Procedures	Immersion Language Learning
Policy Name: <b>Confidentiality</b>	Page 1 of 1
Approved:  Mariano Alarcon	Revised:

**Policy:**

In the course of performing work responsibilities, information with regards to the student. As a condition of employment, personnel are cautioned not to discuss any such information with others. Personnel shall not discuss students outside of the with anyone outside of Immersion Language Learning’s staff.


Student information is accessed only by staff that require it to contact or teach students.

Educational information may only be accessed by facility staff involved in the students' education and management.

Students consultations are conducted in a location that affords visual and auditory privacy.

**Administration - Policies & Procedures**

2022 Immersion Language Learning

Section 1 Policies and Procedures	Immersion Language Learning
Policy Name: <b>Confidentiality of Payment Information</b>	Page 1 of 1
Approved:  Mariano Alarcon	Revised:

**Policy:**

It is the policy of this facility to protect all student’s rights of privacy. To assure that the patient’s rights of privacy are maintained, the following procedures will be implemented.

**Procedure:**

- Consent must be obtained from the student to release information to third parties.
- As a condition of employment, all personnel are cautioned not to discuss any information regarding students with others.
- As required by provincial and federal law, information pertaining to victims of abuse/violence/sexual assault will be released to regulatory agencies.

**Administration - Policies & Procedures**

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