

611 Privacy

Adopted: November 22, 2005

Revised: May 27, 2014

Policy

The Board of Education is committed to the protection of privacy and personal information in its custody and/or control and operates in accordance with the School Act and Freedom of Information and Protection of Privacy Act (FOIPPA). Both statutes contain provisions that address the privacy of personal information held by the School District.

The Board has a legal obligation to protect the personal information in its custody and/or control from unauthorized access, collection, use, disclosure, and disposal. Any personal information shall be collected, used, and disclosed only in accordance with the FOIPPA and/or other applicable legislation.

The Board will inform students, parents, employees, volunteers, and third-party service providers of why and how it collects, uses, and discloses their personal information, obtain their consent where required, and protect their personal information through responsible information management practices.

In accordance with FOIPPA legislation, personal information must be held within Canada. Any exceptions to this will be evaluated in accordance with Policy 609: Information and Communication Systems and Resources.

The Secretary Treasurer acts as the Freedom of Information and Protection of Privacy Officer of the Board and is responsible for the administration of FOIPPA, this policy, and its associated procedures. In the event an employee, volunteer, or third-party service provider is uncertain about whether any information is confidential, or the nature or extent of his/her obligations under this Policy, the person shall seek clarification from the Office of the Secretary Treasurer.

The Board will make provisions for all employees, volunteers, and third-party service providers to familiarize themselves with the requirements of FOIPPA, this policy, and its associated procedures. In addition, the Board will ensure that all employees are aware of their obligations to manage the personal information in their custody and/or under their control in line with these requirements. Further, employees must report any privacy incident or breach of FOIPPA, this policy, and/or its associated procedures, in accordance with the Board's privacy procedures.

This policy addresses the Board's obligations as a public body under FOIPPA and the School Act; challenges made to the Board's compliance with this policy and its associated procedures, (including the investigation and management of a privacy incident or breach); publication of policy; the Freedom of Information and Protection of Privacy Officer of the Board; and surveillance systems. This policy addresses consent, collection, access, accuracy, correction, use, disclosure, retention, safeguards and security, and disposition of personal information of students (current and former), parents, employees, volunteers, and third-party service providers in accordance with the Board's privacy procedures.

Annual Review

This policy shall be subject to an annual review to assess its compliance with current laws and regulations.

Links

[Policy 404: Volunteers in Schools](#)

[Policy 601: Access to Student Records](#)

[Policy 608: Video Surveillance](#)

[Policy 609: Information and Communication Systems and Resources](#)

[Policy 612: Records Management](#)

[BC School Act](#)

[Freedom of Information and Protection of Privacy Act](#)

[Guide to the Freedom of Information and Protection of Privacy Act](#)

[OIPC Cloud Computing Guidelines for Public Bodies](#)

[Canadian Standards Association – Model Code for the Protection of Personal Information](#)