

<b>Section:</b>	<b>Administration</b>	
<b>Title:</b>	<b>Access to Information and Protection of Privacy and Personal Information</b>	<b>2.4</b>

**Purpose**

In accordance with the *School Act* and the *Freedom of Information and Protection of Privacy Act (FIPPA)*, the School District as a public entity may be requested to provide information on School District activities to members of the public. The School District is also required under the FIPPA legislation to ensure that personal information is protected.

**Policy**

The School District must 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 FIPPA and/or other applicable legislation.

Requests for information not routinely released must be submitted to the FIPPA Officer of the School District through a request for information.

The Superintendent is designated as the Head of the School District for the purposes of FIPPA.

The Secretary Treasurer is designated as the FIPPA Officer and is responsible for the administration of FIPPA, this policy, and associated procedures.

**Guidelines**

In meeting the School District’s obligations of protecting privacy and personal information in its custody and/or control, management will maintain a Privacy Management Program and develop procedures to:

- Inform students, parents, employees, volunteers, and third-party service providers of why and how it collects, uses, and discloses of their personal information, obtain their consent when required, and protect their private and personal information through responsible information management practices;
- Ensure information is collected, used and disclosed in accordance with FIPPA, or other legislative requirements;
- Ensure record-keeping practices comply with the privacy requirements in FIPPA and other relevant legislation;
- Ensure administrative, physical, and technological safeguards are in place to protect personal information from a privacy breach;
- Ensure sensitive personal information that is held outside of Canada, has appropriate safeguards in place to minimize the risk of harm in accordance with guidelines to comply with FIPPA;
- Provide training to employees on FIPPA to ensure all employees understand their responsibility regarding the legislation;
- Ensure regular reviews of the privacy management program, procedures, and security safeguards.
- Answer questions from individuals and address any privacy concerns.
- Receive and respond to requests for information in accordance with the *Act*.

**Date Approved:** May 17, 2016 (Policy #41)  
**Date Amended:** March 13, 2018 (Policy #120)  
 February 21,2023

**Legal Reference:** *Freedom of Information and Protection of Privacy Act*

**Cross Reference:**    *Collection of Personal Information Procedure – AP 2.4.1*  
                              *Safeguarding Personal and Confidential Information – AP 2.4.2*  
                              *Requesting Access to Information – AP 2.4.3*  
                              *Privacy Impact Assessment – AP 2.4.4*  
                              *Information Sharing Agreements – AP 2.4.5*  
                              *Privacy Breach Management – AP 2.4.6*  
                              *Privacy Complaints – AP 2.4.7*

**Forms:**                *Request for Access to Records Form*  
                              *Privacy Impact Assessment – Form*  
                              *Privacy Impact Assessment – Education App – Form*