



POLICY 2950

FREEDOM OF INFORMATION AND PRIVACY PROTECTION

POLICY:

The Board of Education “Board” is committed to ensuring the privacy, confidentiality and security of all personal information that it collects, uses, discloses and maintains in connection with its programs and activities. The Board complies with the *School Act* (“Act”) and the *Freedom of Information and Protection of Privacy Act* (FIPPA) in relation to the protection of privacy. This policy sets out the Board’s commitment, standards and expectations regarding the appropriate practices for the collection, use and protection personal information.

PRINCIPLES

The Board and all staff shall uphold the privacy, confidentiality and appropriate use of personal information in compliance with the *School Act*, *FIPPA* and the procedures, including by:

- being open and transparent about the purposes for which personal information may be collected and used by the Board;
- collecting and using personal information only as necessary to carry out the Board’s authorized programs and activities;
- sharing personal information internally with staff only on a need-to-know basis;
- sharing personal information with third parties with the knowledge and consent of affected individuals, unless otherwise authorized or required under *FIPPA*, the *School Act* or other applicable laws;
- ensuring personal information is protected against unauthorized access, use, disclosure, loss or destruction; and
- complying with *FIPPA* and all District Practices for the accuracy, protection, use, disclosure, storage, retrieval, correction and appropriate use of personal information.

[DISTRICT PRACTICE 2950.1 CRITICAL INCIDENT AND PRIVACY BREACH](#)
[DISTRICT PRACTICE 2950.2 DESIGNATION OF HEAD](#)
[DISTRICT PRACTICE 2950.3 EMPLOYEE PERSONAL PRIVACY ON THE INTERNET](#)
[DISTRICT PRACTICE 2950.4 FEE SCHEDULE](#)
[DISTRICT PRACTICE 2950.5 FIPPA PERSONAL INFORMATION MANAGEMENT PROGRAM](#)
[DISTRICT PRACTICE 2950.6 FIPPA PRIVACY IMPACT ASSESSMENTS](#)
[DISTRICT PRACTICE 2950.7 FIPPA STUDENT PERSONAL RECORDS](#)
[DISTRICT PRACTICE 2950.7 FIPPA STUDENT PERSONAL RECORDS APPENDIX A](#)
[FORM 2950.7 FIPPA STUDENT PERSONAL RECORDS](#)

REFERENCES

Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3; School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3)
Student Records Disclosure Order(M14/91)

ADOPTED: September 12, 2023

Amended:



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TRANSPARENCY AND ACCOUNTABILITY

The Board strives to be open and transparent with the community about its programs and activities and has processes in place to support the timely response to access requests submitted under FIPPA and the proactive release of information of interest to the community.

[DISTRICT PRACTICE 2950.1 CRITICAL INCIDENT AND PRIVACY BREACH](#)
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RESPONSIBILITY

The Superintendent/CEO has been designated by the Board as the “Head” of the school district for the purposes of FIPPA and has overarching responsibility for ensuring compliance with this policy, FIPPA and the requirements of the *School Act* pertaining to student records, including the implementation of administrative procedures and maintenance of a Privacy Management Program.

As permitted under section 76.1(b) of the Freedom of Information and Protection of Privacy Act, the Board authorizes the Privacy Officer, to administer the Act and make operational decisions.

COMPLAINTS

The Board will respond to and, where appropriate, investigate, all complaints that it receives under this Policy concerning its personal information management practices.

DEFINITIONS

- a) “personal information” means recorded information about an identifiable individual, but does not include an individual’s business contact information (business address, email address, telephone number);
- b) “FIPPA” means the BC *Freedom of Information and Protection of Privacy Act*;
- c) “Procedures” means the administrative procedures to this Policy;
- d) “Staff” means all employees, contractors and volunteers of the Board;

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