



**DISTRICT PRACTICE 2950.5**  
**PERSONAL INFORMATION**  
**MANAGEMENT PROGRAM**

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**DISTRICT PRACTICE:**

As a public body that is subject to the British Columbia *Freedom of Information and Protection of Privacy Act* (the “Act” or FIPPA”), the Board of Education “Board” is committed to upholding the principles of privacy, transparency, and accountability. This means that the Board recognizes the fundamental importance of maintaining the privacy and security of the personal information that it collects, uses, and discloses in the course of its operations and programs.

The Board also acknowledges and supports transparency with the community by facilitating access to Board records and information in accordance with the requirements of the Act.

**DEFINITIONS**

Where used in this practice, the following terms have the following meanings:

- a) “consent” means express written consent to the collection, use or disclosure of personal information;
- b) “FIPPA” means the BC *Freedom of Information and Protection of Privacy Act*, and regulations thereto;
- c) “Head” means the Superintendent/CEO, and includes any person to whom the Head has delegated (in writing) their powers to act as Head;
- d) “Personal Information” means recorded information about an identifiable individual, but excludes a person’s business contact information;
- e) “Practices” means Practices enacted by the Board under its Privacy Policy;
- f) “Records” include any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence;
- g) “Staff” means all persons employed or engaged by the Board to carry out its operations and includes independent contractors and volunteers.

[POLICY 2950 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY](#)

**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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#### PRINCIPLES

Board Staff are responsible for:

- making reasonable efforts to familiarize themselves with this District Practice and the requirements of FIPPA, including by participating in privacy training initiatives offered by the Board;
- following responsible information management practices to ensure that the Board collects, uses and discloses Personal Information in compliance with FIPPA and other applicable laws;
- seeking at all times to protect Personal Information against unauthorized collection, use and disclosure, including by limiting the sharing of sensitive Personal Information on a need to know basis;
- following Board Practices to facilitate the appropriate release of Records within its custody or control in response to access requests received from members of the community under FIPPA;
- following Board Practices for the completion of privacy impact assessments; and
- reporting privacy breaches to the Board in accordance with the Board Practices.

#### ACCOUNTABILITY

The Superintendent/CEO is the “head” of the Board for the purposes of FIPPA and is responsible for the implementation of this Practice.

The Head is responsible to appoint, oversee and, if appropriate, delegate responsibility to a Privacy Officer for the Board to supervise its Personal Information management program.

#### COMMITMENT TO PRIVACY PROTECTION:

The Board protects the privacy of students, staff, and individuals whose personal information it collects, uses, shares, and retains, and expects all staff to follow responsible information management practices to ensure that the Board fully complies with its obligations under FIPPA and other applicable laws.

The Board and staff respect the privacy and confidentiality of personal information entrusted to them in the course of their duties, and collects, uses and discloses personal information only where authorized by FIPPA.

[POLICY 2950 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY](#)

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**PURPOSES FOR COLLECTING PERSONAL INFORMATION**

The Board communicates the purposes for which personal information is collected at or before the time the information is collected, unless otherwise permitted or required by FIPPA.

In the ordinary course of carrying out its programs and activities, the Board collects personal information of its students for purposes including:

- registration, enrollment and transfer of students;
- to provide and deliver educational programs and services;
- to accommodate students with special needs;
- to communicate with students and respond to inquiries or complaints;
- to prepare and provide assessments of student performance;
- to supervise and ensure the safety and security of the Board (such as through the use of video surveillance);
- to investigate and respond to accidents, safety events, misconduct and similar incidents;
- to ensure compliance with applicable Board bylaws, policies and other laws;
- to make all required reports and filings to the Ministry of Advanced Education; and
- for other purposes set out in the Practices or required under applicable laws.

In the ordinary course of carrying out its employment programs and activities, the Board collects the personal information of prospective, current, and former staff for purposes including:

- hiring and recruitment;
- to manage and administer the employment relationship;
- to communicate with authorized union representatives;
- to administer employment compensation and benefits;
- to evaluate performance and manage disciplinary incidents;
- to supervise and ensure the safety and security of the Board (such as through the use of video surveillance);
- to investigate and respond to accidents, safety events, misconduct and similar incidents;
- to ensure compliance with applicable Board policies and other applicable laws; and
- for other purposes set out in the Practices or required under applicable laws.

[POLICY 2950 FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY](#)

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**COLLECTION, USE, AND DISCLOSURE OF PERSONAL INFORMATION:**

The Board limits the Personal Information it collects to information to what is related to and necessary in order to carry out its programs and activities or for other purposes authorized by FIPPA.

The Board seeks to collect personal information by fair, lawful, and transparent means, including by collecting personal information directly from the individual, except where otherwise authorized by FIPPA.

The Board seeks to inform individuals from whom it collects personal information the purposes for which the information is being collected, the legal authority for collecting it and the name and contact information of someone at the Board who can answer questions about the collection and use of the information.

The Board limits the internal and external use and sharing of personal information to what is required and authorized by FIPPA or consented to by the individual.

The Board only uses or discloses Personal Information for the purpose for which it was collected, except with the individual's consent or as otherwise required or permitted by FIPPA or other laws

**SECURING PERSONAL INFORMATION:**

The Board protects personal information by ensuring it has reasonable security safeguards in place which are appropriate to the sensitivity of the information. Such security safeguards shall include consideration of physical security, organizational security, and electronic security.

All Staff have a duty to protect the privacy and security of personal information collected and used by them as part of their ongoing employment responsibilities, including by complying with the terms of this practice and the FIPPA.

**RETENTION:**

The Board does not seek to retain personal information longer than necessary to satisfy the Board's applicable operational, instructional, financial, and legal needs.

Personal information that is no longer required for either administrative, operational, financial, legal or historical purposes shall be securely destroyed in a confidential manner in accordance with Board policies and approved record [retention practices](#).

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#### **ACCURACY AND CORRECTION:**

The Board shall make reasonable efforts to ensure the accuracy of the personal information that they collect and use in the course of performing their duties.

Individuals have the right to request the correction of their personal information, and the Board will receive and respond to such requests in accordance with the FIPPA and board practices.

#### **ACCESS TO INFORMATION:**

The Board supports appropriate transparency and accountability in its operations by making information available to the public as permitted or required under FIPPA.

The Head shall, on at least an annual basis, consider and designate categories of Records that will be made available to the public without the need to make a request in accordance with FIPPA.

The Board recognizes that individuals may make requests for access to records within the custody and control of the Board, and the Board will respond to such requests in accordance with FIPPA and the practices.

The Board recognizes that individuals have a right to access their own Personal Information within the custody and control of the Board and will facilitate such access in accordance with the requirements of FIPPA.

#### **COMPLAINTS AND INQUIRIES**

Questions or complaints about the Board's information management practices should be directed to the Privacy Officer at [PrivacyOfficer@sd6.bc.ca](mailto:PrivacyOfficer@sd6.bc.ca).

The Board will respond to all complaints in writing.

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