

## POLICY 210 PRIVACY

The Board, District and all staff shall uphold the privacy, confidentiality, and appropriate use of personal information in compliance with the *School Act*, British Columbia *Freedom of Information and Protection of Privacy Act (FIPPA)* and the District's privacy policies and procedures by adhering to the following principles:

- being open and transparent about the purposes for which personal information may be collected and used by the District.
- collecting and using personal information only as necessary to carry out the District's authorized programs and activities.
- sharing personal information internally with staff, only on a need to know basis, as outlined in the District's administrative procedures.
- sharing personal information with third parties only 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.
- complying with *FIPPA* and District procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction, and appropriate use of personal information.

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.

The Secretary Treasurer is responsible to act as Privacy Officer for the District and may designate this responsibility to other School District personnel. The Privacy Officer is responsible for ensuring compliance with the District's privacy policies and administrative procedures, *FIPPA* and the *School Act*.

The District will respond to and, where appropriate, investigate, all complaints that it receives under this policy.

### **Definitions:**

- Personal Information – any recorded information about an identifiable individual that is within the control of the District and includes information about any student or staff. Personal information does not include an individual's business contact information.
- Staff – the employees, contractors, and volunteers of the District.
- Records – any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual

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Related Legislation: 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)

Related Contract Article: Nil  
Adopted: January 17, 2023  
Amended: xxxx

THE BOARD OF EDUCATION  
OF SCHOOL DISTRICT NO. 33  
(CHILLIWACK)  
Policy Manual

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recordings, computer files, email and correspondence; but does not include a computer program or other mechanism that produces records.

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