POLICY 210 PRIVACY

Purpose

The Board of Education (the "Board"), the Chilliwack School District (the "District"), and all staff are responsible for protecting the privacy, confidentiality, and appropriate use of personal information. They must do this as required by:

- The *School Act.*
- The British Columbia *Freedom of Information and Protection of Privacy Act* (*FIPPA).*
- District Policies and Administrative Procedures.

Principles

The Board, District, and all staff will:

- Be open and clear about why personal information is collected and how it will be used.
- Collect and use personal information only when needed to deliver the District's authorized programs and activities.
- Share personal information with District staff only when they need it to do their work. (Administrative Procedure 255: Personal Information Management Program)
- Obtain the individual's consent before sharing personal information with people or organizations outside the District, unless sharing is allowed or required by *FIPPA*, the *School Act,* or other laws.
- Protect personal information from unauthorized access, use, disclosure, loss, or destruction.
- Follow *FIPPA* and District administrative procedures to keep personal information accurate and manage how it is used, shared, stored, corrected, and disposed of.

Transparency and Access to Records

The Board is committed to being open and transparent with the community. The District will:

- Respond to Access to Records requests within the required timelines under *FIPPA*.

- Release information of interest to the public when appropriate.

Privacy Officer

The Secretary Treasurer is the District's Privacy Officer. The Secretary Treasurer may assign this responsibility to another District employee.

The Privacy Officer ensures the District complies with:

- The *School Act*.
- *FIPPA.*
- District privacy policies and administrative procedures.

Complaints

The District will respond to all complaints made under this policy and will investigate when appropriate.

Questions or complaints should be directed to the Privacy Officer at privacy@sd33.bc.ca. All responses to complaints will be in writing.

Definitions:

- Personal Information – any recorded information about an identifiable individual that is within the control of the District. This includes information about students and staff. An individual's business contact information is not considered personal information.
- Staff – the employees, contractors, and volunteers of the District.
- Records – Information stored in paper or electronic form.
    - This includes paper files, electronic files, books, documents, photographs, computer files, email and written correspondence, and audio or visual recordings.
    - It does not include a computer program or other mechanism that produces records.

References

- Administrative Procedure 255: Privacy Information Management Program

- Administrative Procedure 256: Privacy Impact Assessments
- Administrative Procedure 257: Critical Incident and Privacy Breach
- Administrative Procedure 258: Access to Records