

ADMINISTRATION

Policy 311-G (C)

Personal Information Management Program

Purpose

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 of School District No. 38 (Richmond) ("District") is committed to upholding the principles of privacy, transparency and accountability. This means that the District 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 District also acknowledges and supports transparency with the community by facilitating access to District records and information in accordance with the requirements of the Act.

1. Definitions

- 1.1 "**Consent**" means express written consent to the collection, use or disclosure of personal information;
- 1.2 "**Employee(s)**" means the employees, contractors and volunteers of the District;
- 1.3 "**FIPPA**" means the *British Columbia Freedom of Information and Protection of Privacy Act*, and regulations thereto;
- 1.4 "**Head**" means the Superintendent of Schools, or any person to whom the Superintendent has delegated (in writing) their powers under these Guidelines;
- 1.5 "**Privacy Officer**" means the Secretary Treasurer who has been designated by the Head as the Privacy Officer for the District;
- 1.6 "**Personal Information**" means any recorded information about an identifiable individual that is within the control of the District and includes information about any student or any Employee of the District. Personal Information does not include an individual's business contact information, such as business address, email address and telephone number, that would allow a person to be contacted at work;
- 1.7 "**Guidelines**" means procedures enacted by the District under its Policy on Freedom of Information and Protection of Privacy;
- 1.8 "**Records**" means books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or other mechanism that produces records.

2. Principles

- 2.1 Employees are responsible for:

- making reasonable efforts to familiarize themselves with these Guidelines and the requirements of *FIPPA*, including by participating in privacy training initiatives offered by the District;
- following responsible information management practices to ensure that the District 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;
- cooperating with District Guidelines 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*;
- cooperating with District Guidelines for the completion of privacy impact assessments; and
- reporting privacy breaches to the District in accordance with the District's Guidelines.

3. Accountability

- 3.1 The Superintendent of Schools is the "Head" of the District for all purposes under the *FIPPA*.
- 3.2 The Superintendent has delegated the administration of these Guidelines under *FIPPA* to the Secretary Treasurer, who is the "Privacy Officer" of the District for all purposes under *FIPPA*.
- 3.3 The Head is responsible to appoint, oversee and, if appropriate, delegate responsibility to the Privacy Officer for the District to supervise its Personal Information management program.

4. Commitment to Privacy Protection

- 4.1 The District protects the privacy of students, Employees and individuals whose Personal Information it collects, uses, shares and retains, and expects all Employees to follow responsible information management practices to ensure that the District fully complies with its obligations under *FIPPA* and other applicable laws.
- 4.2 The District and Employees 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*.

5. Purposes for Collecting Personal Information

- 5.1 The District 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*.
- 5.2 In the ordinary course of carrying out its programs and activities, the District 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 District (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 District 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 Guidelines or required under applicable laws.

5.3 In the ordinary course of carrying out its employment programs and activities, the District collects the Personal Information of prospective, current and former Employees 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 District (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 District policies and other applicable laws; and
- for other purposes set out in the Guidelines or required under applicable laws.

6. Collection, Use and Disclosure Of Personal Information

6.1 The District 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*.

6.2 The District 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*.

6.3 The District 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 District who can answer questions about the collection and use of the information;

6.4 The District 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.

6.5 The District 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.

7. Securing Personal Information

- 7.1 The District 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.
- 7.2 All Employees 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 these Guidelines, and all related Guidelines.
- 7.3 The District provides training to all Employees to ensure they have the requisite knowledge to ensure compliance with the terms of these Guidelines and the *FIPPA*.

8. Retention

- 8.1 The District does not seek to retain Personal Information longer than necessary to satisfy the District's applicable operational, instructional, financial and legal needs.
- 8.2 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 District policies and approved record retention protocols.

9. Accuracy and Correction

- 9.1 The District shall make reasonable efforts to ensure the accuracy of the Personal Information that they collect and use in the course of performing their duties.
- 9.2 Individuals have the right to request the correction of their Personal Information, and the District will receive and respond to such requests in accordance with the *FIPPA* and District Guidelines.

10. Access to Information

- 10.1 The District supports appropriate transparency and accountability in its operations by making information available to the public as permitted or required under *FIPPA*.
- 10.2 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*.
- 10.3 The District recognizes that individuals may make requests for access to Records within the custody and control of the District, and the District will respond to such requests in accordance with *FIPPA* and the Guidelines.
- 10.4 The District recognizes that individuals have a right to access their own Personal Information within the custody and control of the District, and will facilitate such access in accordance with the requirements of *FIPPA*.

11. Inquiries

11.1 Questions or comments about these Guidelines may be addressed to the Privacy Officer at privacy@sd38.bc.ca. The District will respond to all inquiries in writing.

Related Acts and Regulations:

[School Act](#)

[British Columbia Freedom of Information and Protection of Privacy Act \(FIPPA\)](#)

Supporting References, Policies, Procedures and Forms

Policy 311 Freedom of Information and Protection of Privacy

Policy 311-R Privacy Management