

## ADMINISTRATION

## Policy 311-R

### Freedom of Information and Protection of Privacy

#### 1. Principles

The Board of Education of School District No. 38 (Richmond) ("District"), Trustees and all District Employees shall uphold the privacy, confidentiality and appropriate use of personal information in compliance with the *School Act*, *Freedom of Information and Protection of Privacy Act (FIPPA)* and the Guidelines, including by:

- 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 Employees 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 procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction and appropriate use of personal information.

#### 2. 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.

#### 3. Responsibility

The Superintendent of Schools has been designated by the Board as the "Head" of the 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 privacy management.

#### 4. Complaints

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

## 5. Definitions

- 5.1 “**Employees**” means all employees, contractors and volunteers of the District;
- 5.2 “**FIPPA**” means the *British Columbia Freedom of Information and Protection of Privacy Act*, and regulations thereto;
- 5.3 “**Personal information**” means 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;
- 5.4 “**Guidelines**” means procedures enacted by the District under its Policy on 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)