AP 1300: Freedom of Information and Protection of Privacy

Background:

School District No. 8 (Kootenay Lake) ("SD8") is committed to ensuring the privacy, confidentiality, and security of all personal information that it collects, uses, discloses and maintains in connection with its programs and activities. The School District complies with the *School Act* ("Act") and the *Freedom of Information and Protection of Privacy Act* (FIPPA) in relation to the protection of privacy. This administrative procedure sets out the School District's commitment, standards and expectations regarding the appropriate practices for the collection, use and protection personal information.

The School District and all Staff shall uphold the privacy, confidentiality, and appropriate use of personal information in compliance with the *School Act*, *FIPPA* and the procedures by:

- being open and transparent about the purposes for which personal information may be collected and used by the School District;

- collecting and using personal information only as necessary to carry out the School District's authorized programs and activities;

- sharing personal information internally with staff 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.

Definitions

a) **"personal information"** means recorded information about an identifiable individual, but does not include an individual's business contact information (business address, email address, telephone number);

b) **"FIPPA"** means the BC *Freedom of Information and Protection of Privacy Act*;

c) **"Procedures"** means the administrative procedures to this Policy;

d) **"Staff"** means all employees, contractors and volunteers of the School District;

Legal 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)
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PROCEDURES

1. SD8 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.

2. The Superintendent has been designated by the Board of Education as the "head" of the School 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 student records, including the implementation of administrative procedures and maintenance of a Privacy Management Program.

3. As permitted under section 76.1(b) of the *Freedom of Information and Protection of Privacy Act*, the Board authorizes the Secretary-Treasurer to administer the Act and make operational decisions. And act at the district's Privacy Officer.

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

Legal 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)
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