

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 in accordance with its legal obligations including under the *School Act* and the *Freedom of Information and Protection of Privacy Act* (FIPPA).

This administrative procedure provides guidance on the School District’s commitment, standards and expectations regarding the appropriate practices for the collection, use, disclosure and maintenance 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 and contractors of SD8.

Procedures:

1. Staff are required to uphold the privacy, confidentiality, and appropriate use of personal information in compliance with the *School Act*, *FIPPA* and SD8’s Administrative Procedures including by:
 - being open and transparent about the purposes for which personal information may be collected, used and disclosed by the School District;
 - collecting, using and disclosing personal information only in accordance with its legal obligations, including by:
 - 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 appropriately protected against unauthorized access, use, disclosure, loss or destruction; and
 - when appropriate, seeking external advice regarding SD8’s legal obligations to ensure compliance.

2. Staff are required to comply with the following Procedures pertaining to the SD8's obligations in relation to personal information, as applicable to the circumstances:
 - *AP 1202 - Critical Incident and Privacy Breach*
 - *AP 1206 - Student and Employee Personal Privacy on the Internet*
 - *AP 1300 Appendix A - Student Consent Freedom of Information and Protection of Privacy*
 - *AP 1300 Appendix B - Freedom of Information and Protection of Privacy Act Fee Schedule*
 - *AP 1301 - Freedom of Information and Protection of Privacy Act Designation of Head*
 - *AP 1304 - Employee Records*
 - *AP 1305 - Data Retention*
 - *AP 1308 - Privacy Impact Assessments*
 - *AP 1312 - Media Relations*

3. All questions regarding how FIPPA applies to SD8's records, this Administrative Procedure, or SD8's information management practices generally, should be directed to SD8's Privacy Officer. SD8's Privacy Officer is the Secretary-Treasurer.