



SCHOOL DISTRICT NO. 64

**PROCEDURE 131
Personal Information and Privacy**

*“Inspire learners, Integrate sustainability,
Involve community”*

Section: Governance

Dates of Revisions:

Date of Adoption and

Resolution Number: June 13, 2018 – 76/18

1. Personal information in the custody and/or under the control of the Board of Education will be managed in accordance with the School Act and the Freedom of Information and Protection of Privacy Act (FIPPA).

2. The board:
 - a. will make provisions for all employees, volunteers, and third-party service providers to familiarize themselves with the requirements of FIPPA, this policy, and its associated procedures;
 - b. will ensure that all employees are aware of their obligations to manage the personal information in their custody and/or under their control in a manner consistent with these requirements;
 - c. requires employees to report any privacy incident or breach of FIPPA, this policy, and/or its associated procedures, in accordance with the Board’s privacy procedures;
 - d. directs the Secretary Treasurer to act as its Freedom of Information and Protection of Privacy Officer and to responsibly administer FIPPA, and this policy and procedure;
 - e. will inform students, parents, employees, volunteers, and third-party service providers why and how it collects, uses, and discloses their personal information, obtain their consent where required, and protect their personal information through responsible information management practices;
 - f. minimizing the risks associated with the use of electronic communications systems and access to social media by informing all users of the potential risks to their personal privacy, as per Policy 220;
 - g. will manage video surveillance recordings in a manner consistent with provisions of the Freedom of Information and Protection of Privacy Act (FIPPA), as per Policy 3650;

- h. will address challenges made regarding the board's compliance with this policy and its associated procedures, (including the investigation and management of a privacy incident or breach).
 - i. will ensure that, in accordance with FIPPA legislation, personal information in the custody and/or under the control of the board will be held within Canada.
3. In the event an employee, volunteer, or third-party service provider is uncertain about whether any information is confidential, or the nature or extent of his/her obligations under this Policy, the person shall seek clarification from the Office of the Secretary Treasurer.

References:

- The Freedom of Information and Protection of Privacy Act [RSBC 1996], Chapter 165
- The Freedom of Information Protection of Privacy Regulation [Reg. 175, 2015]
- *School Act* section 76.1 (a)
- Policies 220, 3650