



Policy No. 305

PROTECTION OF PRIVACY AND RECORDS

POLICY STATEMENT

The Board of School District 87 Stikine 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") (*FIPPA*) in relation to the protection of privacy. This Policy sets out the School District's commitment, standards and expectations regarding the appropriate practices for the collection, use, disclosure and protection of personal information.

GUIDING LEGISLATION/REGULATION

- *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)*

DEFINITIONS

1. "**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)
2. "**FIPPA**" means the *BC Freedom of Information and Protection of Privacy Act*
3. "**procedures**" means the administrative procedures to this Policy
4. "**staff**" means all employees, contractors and volunteers of the School District

PRINCIPLES

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, including by:

1. being open and transparent about the purposes for which personal information may be collected and used by the School District;
2. collecting and using personal information only as necessary to carry out the School District's authorized programs and activities;
3. sharing personal information internally with staff only on a need-to-know basis;
4. sharing personal information with third parties only with the knowledge and consent of affected individuals, unless otherwise authorized or required under *FIPPA*, the *School Act* or other applicable laws;
5. ensuring personal information is protected against unauthorized access, use, disclosure, loss or destruction; and

6. complying with *FIPPA* and all administrative procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction and appropriate use of personal information.

TRANSPARENCY AND ACCOUNTABILITY

The School District 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.

RESPONSIBILITY

As required under section 76.1 (a) of the Act, the Board designates the Superintendent of Schools as the official “head” of the School District for the purposes of *FIPPA*. The Superintendent 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.

As permitted under section 76.1 (b) of the Act, the Board authorizes the Secretary Treasurer to administer the *Act* and to make operational decisions.

COMPLAINTS

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

Date: 2009.06.04
Revised: 2026.09.22