

**SCHOOL DISTRICT 54**  
*(Bulkley Valley)*

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**PRIVACY FOR PERSONAL INFORMATION & STUDENT RECORDS**

**POLICY**

**6.920**

The School District 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* and the *Freedom of Information and Protection of Privacy Act* in relation to all School Records and Student Records.

This Policy sets out the School District's commitment, standards and expectations regarding the appropriate use, protection and retention of personal information and School Records.

**VALUES**

In its Consideration of this policy, the Board of Education was guided by its responsibility to ensure that appropriate safeguards are in place protecting the privacy of student and personal records.

**1. 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;
- e) **"Student"** means a student registered with the School District, and includes all students seeking enrollment with the School District;
- f) **"Student Records"** means a record of information in written or electronic form pertaining to a Student, and includes are records containing Student personal information;
- g) **"School Records"** means all records, in written or electronic form, created, received or maintained by the School District and containing personal information and includes Student Records;

**2. RESPONSIBILITY FOR STUDENT RECORDS**

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:

- A. collecting and using personal information, including all Student personal information, only as necessary to carry out the School District's authorized programs and activities;

- B. sharing School Records and personal information internally with Staff only on a need to know basis;
- C. sharing School Records and 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;
- D. ensuring School Records are protected against unauthorized access, use, disclosure, loss or destruction; and
- E. complying with all Procedures for the protection, use, disclosure, storage, retrieval and appropriate use of personal information and Student Records.

### **3. TRANSPARENCY AND NOTICE**

The School District strives to be open and transparent with Staff, Students and the community about the personal information that it collects and uses, including by providing clear notice of the purposes for which it collects, uses and discloses personal information.

### **4. ACCESS AND CORRECTION TO STUDENT RECORDS**

The School District seeks to provide individuals with access to their personal information within the School District's custody and control, including by complying with the information access rights set out in the *School Act*, *FIPPA* and the Procedures.

### **5. ACCURACY CORRECTION OF PERSONAL INFORMATION**

All Staff shall endeavour to ensure that the personal information that they collect, use and record in School Records is accurate, complete and up-to-date. The School District will comply with requirements under FIPPA to respond to requests for the correction or annotation of School Records if such records are inaccurate or incomplete.

### **6. RESPONSIBILITY**

- The Secretary Treasurer has been appointed 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.
- Within a school, each School Principal shall monitor and ensure compliance by School Staff with this Policy, FIPPA and the requirements of the School Act pertaining to Student Records.

### **7. COMPLAINTS**

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

## 8. 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)

**Supporting Documentation:**  
Administrative Procedure 6.920-1

Adopted: November 23, 2021