

## POLICY #5700

# ~~FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY~~ POLICY

### 1. PHILOSOPHY

~~1.1 The board believes in the right of access by the public to any information or records in the custody or control of the school district, unless designated as an exception from disclosure under the *Freedom of Information and Protection of Privacy Act*.~~

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1.1 The Board of Education of School District No. 36 (Surrey) ("the district") is committed to ensuring the privacy, confidentiality, and security of all personal information that it collects, uses, discloses, and maintains in connection with district programs and activities.

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~~1.2 The board recognizes its responsibility to safeguard the confidentiality of personal information in its custody pertaining to private individuals. Such information must be protected from unauthorized access, collection, use, disclosure or disposal, as outlined in the *Act*.~~

1.2 The district complies with the *Freedom of Information and Protection of Privacy Act* ("FIPPA") of BC and the *School Act* in relation to the protection of privacy.

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~~1.3 An individual has a right of access to any record containing personal information about themselves, unless the information is excepted from disclosure under specified sections of the *Act*.~~

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1.3 This policy sets out the district's commitment, standards, and expectations regarding the appropriate practices for the collection, use and protection of personal information.

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1.4 Personal Information is recorded information about an identifiable individual but does not include an individual's business contact information (business address, email address, telephone number).

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### 2. AUTHORITY

~~2.1 Pursuant to the *Act*, the board designates the superintendent of schools as the official head of the school district for purposes of this *Act*.~~

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~~2.2 As permitted in the Act, the board authorizes the superintendent to name a designate to administer the Act and make operational decisions.~~

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### ~~3. FEES~~

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~~3.1 A charge for services related to information retrieval and copying may be levied in accordance with the Schedule of Maximum Fees outlined in the Act.~~

## **2. PRINCIPLES**

2.1 The district and all employees, contractors and volunteers ("staff") shall uphold the privacy, confidentiality, and appropriate use of personal information in compliance with FIPPA, the School Act, district policy and associated procedures including by:

- a) Being open and transparent about the purposes that personal information may be collected and used by the district.
- b) Collecting and using personal information only as necessary to carry out district authorized programs and activities.
- c) Sharing personal information internally with staff only on a need-to-know basis.
- d) Sharing personal information with third parties with the knowledge and consent of the affected individuals, unless otherwise authorized or required under FIPPA, the School Act or other applicable laws.
- e) Ensuring personal information is protected against unauthorized access, use, disclosure, loss, or destruction.
- f) Complying with FIPPA for the accuracy, protection, use, disclosure, storage, retrieval, correction, and appropriate use of personal information.

## **3. TRANSPARENCY AND ACCOUNTABILITY**

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3.1 The 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 by the community.

**4. AUTHORITY**

4.1 The Superintendent has been designated by the board as the "Head" of the district for the purposes of FIPPA and has overarching responsibility for ensuring compliance with policy & procedure, FIPPA and the requirements of the School Act pertaining to student records.

**5. COMPLAINTS**

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

**6. 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)

Revised: 2023-01-30

Approved: 1995-06-22

XRef: Procedure 5700.1

Procedure 5700.2

Procedure 5700.3