



XXX: Privacy Management Program Policy (P)

Approved: 08 10 19

Approved: 24 04 23

Adopted: 25 12 16

1. PURPOSE

Pacific Rim 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* (“Act”) and the *Freedom of Information and Protection of Privacy 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 and protection of personal information.

2. DEFINITIONS

“**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);

“**FIPPA**” means the BC *Freedom of Information and Protection of Privacy Act*;

“**Procedures**” means the administrative procedures of this Policy;

“**Staff**” means all employees, contractors and volunteers of the District;

3. 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, District Policy, and the Procedures, including by:

- a. being open and transparent about the purposes for which personal information may be collected and used by the School District;
- b. collecting and using personal information only as necessary to carry out the School District’s 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 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; and



- f. complying with FIPPA and all Procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction and appropriate use of personal information.

4. 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.

5. RESPONSIBILITY

One person, the Superintendent, is designated as the “Head” of the School District for the purposes of FIPPA and will have overarching responsibility for ensuring compliance with this Policy, FIPPA and the requirements of the *School Act* pertaining to student records. The “Head” may delegate this authority to a Privacy Officer as assigned, and as identified in the corresponding administrative procedure 3307: Privacy Management Program Administrative Procedure (AP).

6. 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.

REFERENCES AND RESOURCES

Freedom of Information and Protection of Privacy Act, R.S.B.C. 1996, c. Part 3; s. 66(1); s. 75-77, 36.2 School Act, R.S.B.C. 1996, c. 412 sections 9, 79(3)
Privacy Management Program Direction (Direction 02/2022)
Student Records Disclosure Order(M14/91)
3307: Privacy Management Program Procedures (AP)
XXXX: Privacy Impact Assessments Procedures (AP)
Records Retention (AP)
Focused Education Resources – Privacy Management Program Manual
School District No’s 61, 36, 23 Privacy Management Programs