



Personal Information Privacy Policy For Parents And Students

The School's Commitment to You Safeguarding personal information of parents and students is a fundamental concern of Sacred Heart Elementary School ("the School"). The School is committed to meeting or exceeding the private standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation.

This Personal Information Privacy Policy for Parents and Students ("Policy") describes the policies and practices of the School regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

The School may add, modify or remove portions of this Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. You may ask for the most recent update of this Policy at the school office. The Policy may be supplemented or modified by agreements entered into between the School and an individual from time to time.

Nine Privacy Principles

As part of the School's commitment, the Nine Privacy Principles govern the actions of the school as they relate to the use of personal information. This Policy describes the Nine Privacy Principles and provides further details regarding the School's compliance with the principles.

Definitions

In this Policy, the following terms have the meanings set out below:

"Personal Information" means any information about an identifiable individual, as further defined under British Columbia's Personal Information Protection Act or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.

"Parent" means the parent, guardian, or other legal representative of a student.

"Student" means a prospective, current, or past student of the School.



Principle 1 - Accountability

The School is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates an individual who is accountable for the school's compliance with the Nine Privacy Principles. This individual is the Privacy Officer of the School. You may contact our Privacy Officer as follows: Kelly Kozack, Principal kkozack@cisva.bc.ca.

Principle 2 - Identifying Purposes

The School will, before or at the time personal information is collected, identify the purposes for which the information is collected, used and disclosed.

What information is collected?

The School collects and uses personal information to provide students with the best possible educational services as outlined by the Mission Statement of the School. Most of the information the School collects comes to the school directly from parents and students or is information regarding the student's school activities, performance or behaviour, such as attendance records or grades. For example, when a student applies to register in the School, the School will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and curricular programs. The School also collects information in connection with the use of its computer systems.

Principle 3 - Consent

The School will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for the collection, use or disclosure of personal information.

Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed. In determining whether consent is required and, if so, what form of consent is appropriate, the School will take into account both the sensitivity of the personal information and the purposes for which the School will use the information. Consent may be express, implied (including through use of "opt-out" consent where appropriate), or deemed. For example, if an individual provides his or her mailing address and requests information regarding a particular service, consent to use the address to provide the requested information may be implied.

On giving reasonable written notice to the School, an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, the School will notify the individual of the likely consequences of withdrawing his or her consent and, except where otherwise required or permitted by law, the School will stop collecting, using or disclosing the personal information as requested.



If a person provides the School or its service providers or agents with personal information about an individual, the person represents that it has all necessary authority and/or has obtained all necessary consents from such individual to enable the School to collect, use and disclose such personal information for the purposes set forth in this

Policy. Principle 4 - Limiting Collection

The School will limit the personal information collected to that information necessary for the purposes identified by the School.

Principle 5 - Use, Disclosure and Retention

The School will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

How is Information Used?

The School uses personal information as follows:

- * to communicate with parents and students, process applications and ultimately to provide students with the educational services and curricular programs you expect:
- * to enable the school to operate its administrative function, including a payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising:
- * to provide certain specialized services in areas of health, psychological, or legal information or as adjunct information in delivering educational services.

If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds.

The School may use anonymous information, such information collected through surveys or statistical information regarding students, to constantly improve our school.

When May Information be Disclosed?

The School may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. The following are some examples of how the School may disclose personal information:

*When Authorized by You

Other educational institutions routinely contact the School for personal information about students. For example, if a student moves to another school, college or university, student records are requested by the



enrolling institution. Your permission to pass on these records is usually obtained when the student is registered and you authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the student.

***When Required by Law**

The type of information the School is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Student information as per Form 1701 is annually filed with the Ministry of Education. Only the information specifically requested is disclosed and the School takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

***When Permitted by Law**

The School is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities, etc. Only pertinent information is disclosed. The School does not sell, lease or trade information about you to other parties.

Restricting Sharing of Information

If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

How Long is Personal Information Retained?

Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purpose for which it was collected and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

Principle 5 - Accuracy

The School will take appropriate steps to ensure that personal information collected by the School is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed.

How May I Update Outdated or Incorrect Information?

An individual may, upon request to the School, request that the School correct an error or omission in any personal information that is under the School's control and the School will, as appropriate, amend the information as requested and send the corrected personal information to each third party to which it has disclosed the information during the preceding year.



Principle 6 - Safeguarding Personal Information

The School will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

The School's Employees

In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about students but not your account with the school. Employees are appropriately educated about the importance of privacy and they are required to follow the school's policies and procedures regarding handling of personal information.

Student Files

Student Files are stored in secure filing cabinets. Access is restricted to only those employees (teachers, CEA's, counsellors, administrative assistants, etc.) who, by nature of their work, are required to see them.

Electronic Security

The School manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The School's security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

Principle 7 - Openness

The School will make information available to individuals concerning the policies and practices that apply to the management of personal information. Individuals may direct any questions or enquiries with respect to the School's privacy policies or practices to the Privacy Officer of the School.

Principle 8 - Individual Access

The School will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

How May I Access My Personal Information?

Individuals may access and verify any personal information with appropriate notice so that the office is able to supply the information required. Most of this information is available in the registration forms and other forms that you filled out.

Parent Access to Student Personal Information

A parent may access and verify school records of the student, with appropriate notice during normal school hours. In situations of family breakdown, the School will grant access to records of students in accordance with the law.



Principle 9 - Complaint Process

Individuals may question compliance with the above principles.

Questions, Concerns and Complaints

Questions, concerns, and complaints about privacy, confidentiality and personal information handling policies and practices of the School should be directed to the School's Privacy Officer by contacting the school office. If necessary, individuals will be referred to use the School's complaint procedure and appeals policies.