



1. As a public body that is subject to the British Columbia Freedom of Information and Protection of Privacy Act (the “Act” or FIPPA”), the Board of Education of the Burnaby School District (“District”) is committed to upholding the principles of privacy, transparency and accountability.
2. The District recognizes the fundamental importance of maintaining the privacy and security of the personal information that it collects, uses and discloses in the course of its operations and programs.
3. The District also acknowledges and supports transparency with the community by facilitating access to District records and information in accordance with the requirements of the Act.

Definitions

In this Policy and the Procedures, the following capitalized terms are defined as indicated:

“Consent” means express written consent to the collection, use or disclosure of personal information;

“FIPPA” means the BC Freedom of Information and Protection of Privacy Act , and regulations thereto;

“Personal information” means recorded information about an identifiable individual, but excludes a person’s business contact information;

“Privacy Officer” means the person designated by the Secretary -Treasurer as privacy officer for the District;

“Procedures” means procedures enacted by the District under its Privacy Policy, namely this administrative procedure and Administrative Procedure - Privacy Breach Management Procedure;

“Records” include any paper or electronic media used to store or record information, including all paper and electronic records, books, documents, photographs, audio or visual recordings, computer files, email and correspondence;

“Staff” means all persons employed or engaged by the District to carry out its operations and includes independent contractors and volunteers.

Statement of Principles

District staff are responsible for:

2. The District and Staff respect the privacy and confidentiality of personal information entrusted to them in the course of their duties and collect, use and disclose personal information only where authorized by FIPPA.

Purposes for Collecting Personal Information

1. The District communicates the purposes for which personal information is collected at or before the time the information is collected, unless otherwise permitted or required by FIPPA.

2. In the ordinary course of carrying out its programs and activities, the District collects personal information of its students for purposes including:

- a. Registration, enrollment and transfer of students;
- b. To provide and deliver educational programs and services;
- c. To accommodate students with diverse abilities and disabilities;
- d. To communicate with students and respond to inquiries or complaints;
- e. To prepare and provide assessments of student performance;
- f. To supervise and ensure the safety and security of the District (such as through the use of video surveillance)

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2. The District seeks to collect personal information by fair, lawful and transparent means, including by collecting Personal information directly from the individual, except where otherwise authorized by FIPPA.
3. The District seeks to inform individuals from whom it collects personal information about the purposes for which the information is being collected, the legal authority for collecting it and the name and contact information of someone at the District who can answer questions about the collection and use of the information.
4. The District limits the internal and external use and sharing of personal information to what is required and authorized by FIPPA or consented to by the individual.
5. The District only uses or discloses personal information for the purpose for which it was collected, except with the individual's consent or as otherwise required or permitted by FIPPA or other laws.

Securing Personal Information

1. The District protects personal information by ensuring it has reasonable security safeguards in place which are appropriate to the sensitivity of the information. Such security safeguards shall include:
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Access to Information

1. The District supports appropriate transparency and accountability in its operations by making information available to the public as permitted or required under FIPPA.
2. The Secretary -Treasurer shall, on at least an annual basis, consider and designate categories of records that will be made available to the public without the need to make a request in accordance with FIPPA.
3. The District recognizes that individuals may make requests for access to records within the custody and control of the District, and the District will respond to such requests in accordance with FIPPA and the Procedures.
4. The District recognizes that individuals have a right to access their own personal information within the custody and control of the District and will facilitate such access in accordance with the requirements of FIPPA.

Complaints and Inquiries

1. Questions or complaints about the District's information management practices should be directed to the Privacy Officer by email to Privacy.Officer@burnabyschools.ca or by