

BURNABY SCHOOL DISTRICT PRIVACY POLICY

POLICY

THE BOARD OF EDUCATION OF THE BURNABY SCHOOL DISTRICT IS COMMITTED TO ENSURING THE PRIVACY, CONFIDENTIALITY AND SECURITY OF PERSONAL INFORMATION THAT IT COLLECTS, USES, DISCLOSES AND MAINTAINS. THE DISTRICT COMPLIES WITH THE [SCHOOL ACT](#) AND THE [FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT](#) ("FIPPA", "THE ACT"). THIS POLICY SETS OUT THE DISTRICT'S COMMITMENT, STANDARDS AND EXPECTATIONS REGARDING THE APPROPRIATE PRACTICES FOR THE COLLECTION, USE AND PROTECTION OF PERSONAL INFORMATION.

Definitions

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

"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, namely the Privacy Management Program Procedure and the Privacy Breach Management Procedure;

"Staff" means all employees, contractors and volunteers of the District.

Statement of Principles

The 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:

1. Being transparent about the purposes for which personal information may be collected and used by the District;
2. Collecting and using personal information only as necessary to carry out the District's authorized programs and activities;

3. Sharing personal information internally with staff only on a need-to-know basis;
4. 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;
5. Protecting personal information against unauthorized access, use, disclosure, loss or destruction; and
6. Complying with FIPPA and all Procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction and appropriate use of personal information.

Transparency and Accountability

The District strives to be transparent with the community about its programs and activities, and has processes in place to support the timely response to requests submitted under FIPPA and the proactive release of information of interest to the community.

Responsibility

The Secretary-Treasurer is the "Designate" of the School District for the purposes of FIPPA and has responsibility for ensuring compliance with this Policy, FIPPA, and the requirements of the *School Act* pertaining to records.

Complaints

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

.....

Date Adopted: 2024-06-25
Date(s) Revised:

Cross References: [AP #301 Privacy Breach Management Procedure](#)
[AP #302 Privacy Management Program](#)