

COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Background

Under the School Act, school districts/schools are authorized to obtain personal information on students and teachers for a specific purpose, namely:

- x Students – information to be used for educational program purposes.
- x Employees – payroll administration, administration of employee benefits, recruitment and selection of staff, etc.

All individuals, under the Freedom of Information/Protection of Privacy Act, have a right to protection from unauthorized collection, use, and disclosure of personal information. Therefore, written consent must be obtained prior to obtaining personal information to be used for other than the purposes stated above.

To gather personal information on a student or employee, for other than the above-authorized purposes, the student/parent or employee must be advised in writing:

- x What information is to be collected.
- x The purpose for collecting the information (is to include who will have access to the information).
- x The person to contact if there are questions about the collection and use of the information.

The consent form (Form 180-3) must be received prior to any collection of information taking place.

Definition

Personal Information – means recorded information about an identifiable individual including:

- x The individual's name, address or telephone number.
- x The individual's race, national or ethnic origin, colour, or religious or political beliefs or associations.
- x The individual's age, sex, sexual orientation, marital status or family status.
- x An identifying number, symbol or other particulars assigned to the individual.
- x The individual's fingerprints, blood type or inheritable characteristics.
- x Information about the individual's health care history, including a physical or mental disability.

- x Information about the individual's educational, financial, criminal or employment history
- x Anyone else's opinions about the individual and individual's personal views or opinions except if they are about someone else

Reference: Sections 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act

SD No. 40 (New Westminister)

Adopted: May 30, 2017

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminister)

**FREEDOM OF INFORMATION AND
PROTECTION OF PRIVACY
REQUEST FOR ACCESS TO RECORDS**
