COLLECTION, PROTECTION OF AND ACCESS TO PERSONAL INFORMATION OF PRIVATE INDIVIDUALS AND/OR BOARD EMPLOYEES	PB 10.0 NPS 5-9

POLICY:

1. In accordance with the Municipal Freedom of Information and Protection Privacy Act, hereafter referred to as "the Act", employees of the Board responsible for collecting personal information on private individuals and other Board employees, will do so in accordance with the Act and to the best of their abilities and knowledge, ensure the accuracy of that information.

2. The Board will safeguard the confidentiality of personal information pertaining to private individuals and/or to its staff, subject to the powers of the Courts to compel the production of such documents.

3. Personal information may only be obtained as authorized in the Act and used for the specific purposes for which it is gathered. The management and safekeeping of such information is the responsibility of each designated employee. Confidentiality must be protected by each employee who is authorized to have access to this information for the purposes for which it was collected including but not limited to personnel program management, the provision of personnel services and administrative services to the files.

4. Access to an individual's personal information can be gained during normal business hours, upon appointment and is available to:

    a) The individual, in the presence of the appropriate manager or supervisory officer.

    b) Other parties (e.g. legal counsel for the individual) with the specific written consent of the individual.

    c) An employee's Principal, or in the case of other administrative and support staff, the supervisor, in the presence of the Supervisory Officer or Manager of Human Resources; and

    d) Supervisory officers or the Board's legal counsel, subject to the approval of the Director, or the appropriate Superintendent.

5. Copies of any personal information will only be provided to the individual or his/her agent with the specific written consent of the individual. A record of all such transactions must be kept in the file where the information resides.

6. Each file shall be maintained in a comprehensible manner and shall contain a record of those employees who have had access to it, that would usually not have access.

(Combines former Board D20 and D21)

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7. Any specific personal or sensitive information on private individuals or employees shall be provided to the members of the Board only through the Director of Education, if required as part of the Trustees' decision making function. Any information provided shall be supplied strictly in accordance with the Act.

8. Any personal information of a private individual or employee that is no longer required for either administrative, financial, legal or historical purposes and its retention is not regulated by any statute, may be destroyed in a confidential manner (i.e. shredding).

ADMINISTRATIVE PROCEDURES:

PURPOSE

1. To provide a procedure for managing formal applications for access to personal information of private individuals and/or Board employees made under the Municipal Freedom of Information and Protection of Privacy Act, hereafter referred to as the Act, and fulfill our obligations under the Act.

PROCEDURE

2. All written applications for access to personal information of a private individual or employee made under the Act will be passed in the first instance to the Director of Education's office for registration. The request will then be directed to the appropriate office for action.

3. The decision for granting the complete or partial release, or refusing the request will be made by that office, in consultation with the Director of Education and guided by the relevant Clauses of the Act.

4. All responses to an application for access to information, whether granted or denied shall be directed to the Director of Education for review and final documentation and then forwarded to the person making the request within thirty days after the application was received.

5. In the event that a response to an application for access cannot be completed within the thirty day time limit, the Director of Education shall be notified and his/her office shall give the person who made the request written notice of the extension setting out,

    a) the length of extension;

    b) the reasons for the delay, and

    c) that the person who made the request may ask the Commissioner to review the extension.