

PRINCE ALBERT ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 6

POLICY ITEM: Local Authority Freedom of Information and Protection of Privacy (LAFOIP)	CODE: DL
LEGAL STATUS: The Local Authority Freedom of Information and Protection of Privacy Act, Board Motion # 19.14, #160.23	DATE APPROVED: 27 Jan 14, 21 Aug 23

Background: The Board of Education encourages access to information that can be made public while ensuring the privacy of information that should not be disclosed.

POLICY: **The Board of Education and its employees shall encourage and facilitate the appropriate collection, use, access and retention of information in accordance with privacy and freedom of information laws and regulations.**

Guidelines:

1. Only that personal information which is required for the purposes of the school division shall be collected and such information collected shall only be used for the purposes for which it was collected.
2. Appropriate security measures shall be in place to protect personal information.
3. Access shall only be granted to records by the individual who is entitled to access.
4. Retaining and disposing of records shall be in accordance with legal requirements.

Procedures:

1. The Director of Education or designate shall act as the Head within the requirements of Legal Authority Freedom of Information and Protection of Privacy (LAFOIP) and shall be known as the Privacy Officer.
2. The Privacy Officer may from time to time delegate, in writing, specific duties related to this policy to other Board personnel.
3. The Privacy Officer shall from time to time facilitate educational programs to provide instruction to school administrators and other staff members concerning the principles and application of LAFOIP.
4. The Privacy Officer shall facilitate the disclosure of public records and other records required to be disclosed pursuant to the provisions of LAFOIP.
5. Only personal information which is required to provide educational services to students under the Education Act, 1995, shall be collected by the Board or its employees.
6. All forms used for the collection of personal information from parents, guardians, students, employees, volunteers or members of the public shall be approved by the Privacy Officer and include a disclosure

statement indicating the purpose for which the information is being collected.

7. Under the direction of the Privacy Officer, all personal information collected by the Board or its employees shall be stored in a secure environment following procedures established using reasonable precautions to ensure the security of such personal information.
8. Only those persons requiring access to personal information in order to perform their duties shall be allowed access to personal information.
9. Any employee accessing personal information without authority to do so may be subject to disciplinary measures.
10. No member of the staff or administration, other than the Privacy Officer, shall give access to or disclose any document, record or personal information to any person unless such access or disclosure is specifically authorized by this policy or by the Privacy Officer.
11. All applications for the access to or disclosure of personal information pursuant to LAFOIPP shall be made to the Privacy Officer and all enquiries about such applications shall be directed to the Privacy Officer.
12. An application fee of \$20 is payable at the time an application for access to a record is made. Where access to a record or part of a record is given by providing the applicant with a copy of the record, a \$.25 fee per photocopy or computer printout page may be requested.
13. All staff shall cooperate fully with the Privacy Officer and provide all documents, records, and personal information requested by the Privacy Officer in a timely manner.
14. The Privacy Officer may from time to time provide direction to principals, supervisors, and administrators concerning access to personal information regarding student files, employee files and contracts.
15. Personal information shall be retained only for such period of time as it is required for the purposes for which it was collected or for a purpose consistent with the original purpose.
16. Records shall be retained for the periods set out in Policy IHGG and in alignment with *Records Retention and Disposal Guide for Boards of Education, September 2019*.
17. Disposal of records shall be carried out in accordance with the procedures designated by the Privacy Officer.
18. Only those persons authorized by policy or procedure may destroy or otherwise dispose of records.