

## **SCHOOL DISTRICT NO. 92 (NISGA'A)**

**Policy Subject:** FREEDOM OF INFORMATION / PROTECTION OF PRIVACY

**Date Passed:** February 9, 2010

**Date Amended:** May 21, 2019

**Description:**

FREEDOM OF INFORMATION / PROTECTION OF PRIVACY

Ref: F.O.I. & P.A. Oct. 4/93

**Policy No. 206-R.1**

**Regulation:**

The Nisga'a School District is responsible for providing access and security, managing, maintaining, preserving and disposing of records in its possession. The following Best Practices are established to ensure the District meets its obligations to individuals and the public under the Freedom of Information and Protection of Privacy Act (FOIPPA).

1. The District will endeavor to ensure its employees have a level of knowledge of the FOIPPA appropriate to their respective job responsibilities.
2. The Superintendent of Schools will provide an annual review of FOIPPA Policy and Procedures with Principals, Vice-Principals and Managers.
3. Principals, Vice-Principals and Managers will provide an annual review of FOIPPA Policy and Procedures to their respective employees
4. All new employees will be made aware of the FOIPPA Policy and procedures as soon as practicable.
5. Principals, Vice-Principals and Managers will set procedures for their schools or departments. All such procedures will be guided by the Freedom of Information Protection of Privacy Act legislation and applicable District's policies, procedures and best practices.
6. Principals, Vice-Principals and Managers will be responsible for making decisions on a day-to-day basis for FOIPPA matters at their respective sites or departments and may consult the Director of Instruction - Human Resources for guidance.
7. Decisions to disclose information to a third party will be made by Administrators or Managers. The Administrators and Managers will consult with the Director of

Instruction - Human Resources on any matters that are complex in nature or for general assistance.

8. Processes will be put in place to ensure employees are dealing with accurate information collected from a correct source. The District will endeavor to ensure information that is collected is accurate and current.
9. Personal information on an individual will be gathered and shared only on a need-to-know basis.
10. The most sensitive information in a file or package will govern how the information is accessed.
11. An individual will have access to his/her personal information, upon request, to assist the District in keeping information accurate and current. Such access will be provided within a reasonable length of time. 1
12. The District will secure informed consent, whenever practical, from an individual or parent/guardian prior to releasing personal information about the individual.
13. Each employee is responsible for taking precautions to secure any personal information that is in their possession regarding other individuals.
14. An employee should not collect personal information on individuals not required in the performance of the employee's job duties.

Please see attached document for Attachment A.

Ref: F.O.I. & P.A. Oct 4/93