

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

Policy No. 206-R2

Please review the following information with all staff.

1. All student information should remain confidential and only be shared, where appropriate, with the parent/guardians, the student, staff and outside agencies.
2. When there is a request for information, it should be provided on a “need to know basis.” The district has a legal, and moral responsibility to balance an individual's right to privacy vs. the need for information.
3. School demographic sheets should ask parents/guardians to accept or deny our ability to share student personal information with photographers, health nurses, district and school web pages, school newsletters, etc. This should be done every September and whenever a new student moves to a school.
4. “A public body must ensure that personal information in its custody or under its control is used only for the purpose for which the information was obtained or compiled, or for use consistent with that purpose.” Freedom of Information and Protection of Privacy Act, Section 32
5. Personal information should be kept in a secure place.
6. Anything that is written, including electronically and private notes, could be subpoenaed due to legal action or a FOIPPA request. Before writing something down ask yourself if you would be comfortable sharing the information publicly.
7. Where there is a conflict between releasing and not releasing information, it is important to put the information to a test of “reasonableness.” Is it reasonably certain that everyone who will receive the information needs the information? Is it reasonably certain that the information will not be disseminated any further than necessary? Is it reasonable to assume that releasing the information will not do undo harm to the individual the information is about?
8. The reasonable test needs to be applied to access to BCeSIS levels, student

records, staff personnel files, etc. If an individual has a reasonable need for information from any of these sources, the information provided should be limited to the information reasonably sought.

9. Refer to School District No. 92 (Nisga'a) Policy No. 206-P
10. Direct questions regarding the Freedom of Information and Protection of Privacy Act to the secretary Treasurer.
11. If there is a question as to whether information should be released, inform the person requesting the information that you need to consult before responding to their request.