



SD 42 POLICY: 5700.4

COLLECTION, PROTECTION OF AND ACCESS TO PERSONAL INFORMATION OF PRIVATE INDIVIDUALS

Personal information includes recorded information which could identify an individual. It includes such things as name, address, telephone number, employment history, marital or family status, sexual orientation, race, colour or any other such information that has been provided.

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

1.01 The Board shall safeguard the confidentiality of personal information pertaining to private individuals.

1.02 Personal information may only be obtained as authorized in *the Act* and used for the specific purpose 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.

1.03 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 a designate;
- b) Other parties (e.g. legal counsel for the individual) with the specific written consent of the individual.

1.04 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.

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

1.06 Any personal information of a private individual 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 (ie. shredding).

1.07 The Superintendent of Schools is authorized to issue any procedures required to support this policy.

APPROVED: February 13, 2013