

## **Statement of Policy**

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Greater Saskatoon Catholic Schools will ensure access to information that can be made public and will protect confidential information and personal information. The school division shall encourage and facilitate the appropriate collection, use, access and retention of information in accordance with the privacy and freedom of information laws and regulations.

The board shall:

1. Collect only personal information which is required for the purposes of the school division and shall use information collected only for the purpose for which it was collected,
2. Ensure that appropriate security measures are in place to protect personal information,
3. Facilitate access to records by the individuals who are entitled to access, and
4. Retain and dispose of records in accordance with legal requirements.

## **Rationale**

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Greater Saskatoon Catholic Schools is governed by The Local Authority Freedom of Information and Protections of Privacy Act. (LAFOIP) regarding the collection, use, access and retention of information. The school division recognizes that individuals have a right to access records which are exempt according to LAFOIP.

## **Authority**

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- Local Authority Freedom of Information and Protections of Privacy Act

## **Definitions**

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Head – means “head” as defined in section 2 of *The Local Authority Freedom of Information and Protection of Privacy Act* (LAFOIP).

Personal Information - means “personal information” as defined in section 23 of LAFOIP.

Record - means “records” as defined in section 2 of LAFOIP.

## **Procedures and Guidelines**

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1. Appointment of Head under LAFOIP
  - a. A superintendent of education or any other individual approved by the director of education, shall act as the Head within the requirements of LAFOIP and shall be known as the Privacy Officer.

- b. The Privacy Officer may from time-to-time delegate in writing, specific duties related to this policy to other board personnel.
2. Education
- a. The Privacy Officer shall from time to time facilitate educational programs to provide instruction to principals and other staff members concerning the principals and applications of LAFOIP.
3. Freedom of Information
- a. The Privacy Officer shall facilitate the disclosure of public records and other records required to be disclosed pursuant to the provisions of LAFOIP and *The Local Authority Freedom of Information and Protection of Privacy Regulations* (LAFOIP Regs).
4. Collection of Personal Information
- a. Only personal information which is required to provide educational services to students under *The Education Act, 1995*, shall be collected by the division or its employees.
  - b. All forms used for the collection of personal information from parents, guardians, employees, volunteers or members of the public shall:
    - i. be approved by the Privacy Officer before being used; and
    - ii. include a disclosure statement indicating the purpose for which the information is being collected.
5. Storage of Personal Information
- a. All personal information collected by the board or its employees shall be stored in a secure environment with adequate security precautions to prevent unauthorized access to the personal information.
  - b. The Privacy Officer shall periodically review arrangements made for storage of information.
  - c. Employees who collect or use personal information during employment shall follow all procedures established for the storage of such personal information and shall take reasonable precautions to ensure the security of such personal information.
6. Use of Personal Information
- a. Only those persons requiring access to personal information in order to perform the duties of their employment shall be allowed access to that personal information.
  - b. Any employees accessing personal information without authority to do so may be subject to disciplinary measures.

## 7. Access to and Disclosure of Personal Information

- a. No member of 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 authorised by this policy or by the Privacy Officer.
  - i. All applications for the access to or disclosure of personal information pursuant to LAFOIP shall be made to the Privacy Officer and all enquiries about such applications shall be directed to the Privacy Officer.
  - ii. The Privacy Officer shall ensure that each request made pursuant to LAFOIP is dealt with in the appropriate manner in accordance with the provisions of LAFOIP.
  - iii. The Privacy Officer shall ensure that in situations where the school has been notified that there has been a change in the status of a family (i.e., divorce, separation, new relationship, etc.) that a child's Personal Information is being disclosed to the child's parents where in the opinion of the Privacy Officer, doing the same would not constitute an unreasonable invasion of the child's privacy (i.e., counselling records, information on pregnancy, drug addiction, sexually transmitted disease, contemplated suicide, contemplated leaving home, the commission of a crime, etc.).
  - iv. The Privacy Officer shall ensure that in situations where the school has been notified that there has been a change in the status of a family (i.e., divorce, separation, new relationship, etc.) that the child's Personal Information is not being disclosed to the parents' new spouses/partners, prior to the division being provided with a parenting order or parenting agreement between the parents that grants the new spouses/partners with either:
    - the legal decision-making authority to make decisions, inquiries, or be given Personal Information of a child; or
    - the right to access the Personal Information of a child.
  - v. Where the new spouses/partners of the parents have been granted legal decision-making authority or the right to access the Personal Information of a child, the Privacy Officer shall also ensure that granting access would not constitute an unreasonable invasion of the child's privacy.
  - vi. Where the Privacy Officer has determined that granting access to a child's Personal Information to a third party may constitute an unreasonable invasion of the child's privacy, the Privacy Officer shall ensure that the division obtains the consent of the child, if the Privacy Officer is of the opinion that the child is an informed/mature minor who has been assessed as being capable of providing their consent in accordance with section 11 of the LAFOIP Regs.
  - vii. All staff shall co-operate fully with the Privacy Officer and provide, in a timely manner, all documents, records, and personal information requested by the Privacy Officer.
- b. The Privacy Officer may from time to time provide direction to principals concerning the access to personal information from student files to parents or guardians that shall include:

- i. a description of the types of personal information that may be accessed without formal application under LAFOIP; and
  - ii. the procedures to be followed when providing access to such personal information.
- c. The Privacy Officer may from time to time provide direction to supervisors and administrators concerning the access to personal information from employee files to employees that shall include:
  - i. a description of the types of personal information that may be accessed without formal application under LAFOIP; and
  - ii. the procedures to be followed when providing access to such personal information.
- d. The Privacy Officer may from time to time provide direction to supervisors and administrators or other employee concerning the disclosure of information relating to contracts that shall include:
  - i. a description of the types of contractual information that may be disclosed without formal application under LAFOIP; and
  - ii. the procedures to be followed when disclosing such contractual information.
- e. As a division, when purchasing software or third-party hosted applications, we must assess for compliance to ensure that we are protecting any and all Personal Identifiable Information collected through the use of software or application.
  - i. All new requests will be assessed through a privacy impact assessment from our Information Technology team.

## 8. Disposal of Information

- a. 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 that original purpose.
- b. Records shall be retained for the periods set out in the *Records Retention and Disposal Guide for Boards of Education* together with any additions, deletions or changes that may be directed from time to time by board policy or the Privacy Officer.
- c. Disposal of records shall be carried out in only accordance with the procedures designated by the Privacy Officer which shall consider:
  - i. the nature of the records to be destroyed,
  - ii. the need to create a disposal record setting out what records have been destroyed or transferred to the Archives and the date of that destruction or transfer; and
  - iii. requirements to protect the security of personal information that is to be destroyed, including protecting its security and confidentiality during its storage, transportation, handling and destruction.
- d. Only those persons authorized by policy or procedure may destroy or otherwise dispose of records.

The following supporting procedures supplement the above Procedures and Guidelines and provide additional guidance:

- Confidential Data Procedure;
- Privacy Impact Assessment Procedure;
- Procedures for Access; and
- Protecting Personally Identifiable Information Procedure.

## **References**

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- Saskatchewan School Boards Association Records Retention and Disposal Guide for Boards of Education

## **Date Approved**

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March 22, 1995

## **Amended**

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July 25, 1995  
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