

## BURNABY SCHOOL DISTRICT PRIVACY POLICY

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### POLICY

THE BOARD OF EDUCATION OF THE BURNABY SCHOOL DISTRICT IS COMMITTED TO ENSURING THE PRIVACY, CONFIDENTIALITY AND SECURITY OF PERSONAL INFORMATION THAT IT COLLECTS, USES, DISCLOSES AND MAINTAINS. THE DISTRICT COMPLIES WITH THE [SCHOOL AND THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT](#) (“FIPPA”, “THE ACT”). THIS POLICY SETS OUT THE DISTRICT’S COMMITMENT, STANDARDS AND EXPECTATIONS REGARDING THE APPROPRIATE PRACTICES FOR THE COLLECTION, USE AND PROTECTION OF PERSONAL INFORMATION.

### Definitions

In this Policy and the Procedures, the following capitalized terms are defined as indicated:

“**Personal Information**” means recorded information about an identifiable individual, but does not include an individual’s business contact information (business address, email address, telephone number);

“**FIPPA**” means the BC Freedom of Information and Protection of Privacy Act;

“**Procedures**” means the administrative procedures of this Policy, namely the Privacy Management Program Procedure and the Privacy Breach Management Procedure;

“**Staff**” means all employees, contractors and volunteers of the District.

3. Sharing personal information internally with staff only on a need-to-know basis;
4. Sharing personal information with third parties with the knowledge and consent of affected individuals, unless otherwise authorized or required under FIPPA, the **School Act** or other applicable laws;
5. Protecting personal information against unauthorized access, use, disclosure, loss or destruction; and
6. Complying with FIPPA and all Procedures for the accuracy, protection, use, disclosure, storage, retrieval, correction and appropriate use of personal information.

### Transparency and Accountability

The District strives to be transparent with the community about its programs and activities, and has processes in place to support the timely response to requests submitted under FIPPA and the proactive release of information of interest to the community.

### Responsibility

The Secretary-Treasurer is the “Designate” of the School District for the purposes of FIPPA and has responsibility for ensuring compliance with this Policy, FIPPA, and the requirements of the **School Act** pertaining to records.

### Complaints

The District will respond to and, where appropriate, investigate, complaints that it receives under this Policy concerning its personal information management practices.

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Date Adopted: 2024-06-25  
Date(s) Revised:

Cross References:  
Statutory:  
[Freedom of Information and Protection of Privacy Act](#), R.S.B.C. 1996, c. Part 3;  
[School Act](#), R.S.B.C. 1996, c. 412 sections 9, 79(3)  
[Student Records Disclosure Order](#)(M14/91)  
Other: