

Confidentiality Declaration

For all employees and volunteers:

I (please print name) _____
have read and understand the Privacy Policy 611.

I understand that personal information of students, families and employees to which I have access during my employment or affiliation with the District must be treated confidentially and must be collected, used and disclosed in compliance with the District's *Privacy Policy*, the *Freedom of Information and Protection of Privacy Act* and the *School Act*. I understand that personal information may only be exchanged with other authorized personnel and volunteers who have legitimate educational or employment purposes for accessing such information. I acknowledge that I am required to take reasonable steps to ensure that security measures outlined in the Policy are in place when I am using the District's systems.

I understand that the District may monitor my use of its systems without prior notice in order to ensure that privacy rights are protected and that the District's network communications are being utilized for valid work related purposes.

I further understand that there may be consequences if I violate the terms of this agreement, including loss of access privileges and disciplinary action if I am a School District employee.

Signature: _____

Employee Number: _____

Date (y/m/d): _____

Location: _____

Confidentiality Declaration

611 Privacy

Adopted: November 22, 2005

Revised: May 27, 2014

Policy

The Board of Education is committed to the protection of privacy and personal information in its custody and/or control and operates in accordance with the School Act and Freedom of Information and Protection of Privacy Act (FOIPPA). Both statutes contain provisions that address the privacy of personal information held by the School District.

The Board has a legal obligation to protect the personal information in its custody and/or control from unauthorized access, collection, use, disclosure, and disposal. Any personal information shall be collected, used, and disclosed only in accordance with the FOIPPA and/or other applicable legislation.

The Board will inform students, parents, employees, volunteers, and third-party service providers of why and how it collects, uses, and discloses their personal information, obtain their consent where required, and protect their personal information through responsible information management practices.

In accordance with FOIPPA legislation, personal information must be held within Canada. Any exceptions to this will be evaluated in accordance with Policy 609: Information and Communication Systems and Resources.

The Secretary Treasurer acts as the Freedom of Information and Protection of Privacy Officer of the Board and is responsible for the administration of FOIPPA, this policy, and its associated procedures. In the event an employee, volunteer, or third-party service provider is uncertain about whether any information is confidential, or the nature or extent of his/her obligations under this Policy, the person shall seek clarification from the Office of the Secretary Treasurer.

The Board will make provisions for all employees, volunteers, and third-party service providers to familiarize themselves with the requirements of FOIPPA, this policy, and its associated procedures. In addition, the Board will ensure that all employees are aware of their obligations to manage the personal information in their custody and/or under their control in line with these requirements. Further, employees must report any privacy incident or breach of FOIPPA, this policy, and/or its associated procedures, in accordance with the Board's privacy procedures.

This policy addresses the Board's obligations as a public body under FOIPPA and the School Act; challenges made to the Board's compliance with this policy and its associated procedures, (including the investigation and management of a privacy incident or breach); publication of policy; the Freedom of Information and Protection of Privacy Officer of the Board; and surveillance systems. This policy addresses consent, collection, access, accuracy, correction, use, disclosure, retention, safeguards and security, and disposition of personal information of students (current and former), parents, employees, volunteers, and third-party service providers in accordance with the Board's privacy procedures.

Annual Review

This policy shall be subject to an annual review to assess its compliance with current laws and regulations.