



Personal Information Privacy Policy For Parents and Students

A. The School's Commitment to You

Safeguarding personal information of parents and students is a fundamental concern of CHEK ABC. The school is committed to meeting or exceeding the privacy standards established by British Columbia's *Personal Information Protection Act* (PIPA) and any other applicable legislation.

This Personal Information Privacy Policy describes the policies and practices of CHEK ABC regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

CHEK ABC may add, modify or remove portions of this Personal Information Privacy Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. This Personal Information Privacy Policy may be supplemented or modified by agreements entered into between CHEK ABC and an individual from time to time.

A. Definitions

In this Personal Information Privacy Policy, the following terms have the meanings set out below:

1. *Personal Information*: means any information about an identifiable individual, as further defined under British Columbia's *Personal Information Protection Act* or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and business fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.
2. *Parent*: means the parent, guardian, or other legal representative of a student.
3. *Student*: means a prospective, current, or past student of CHEK ABC.

B. Ten Privacy Principles

As part of CHEK ABC's commitment, the *Ten Privacy Principles* govern the actions of the school as they relate to the use of personal information. This Personal Information Privacy Policy describes the *Ten Privacy Principles* and provides further details regarding CHEK ABC's compliance with the principles.

1. **Principle 1 – Accountability:** CHEK ABC is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates (an) individual(s) who is(are) accountable for the school's compliance with the *Ten Privacy Principles*.
- 2.



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This individual is the *Privacy Officer* of the school: Kevin Bernhardt, 570 Johnston Road, Nelson, BC, V1L 6J2, Phone Number: 250-352-0526 Ext.

224, Email: kbernhardt@chekabc.ca

3. **Principle 2 – Identifying Purposes:** CHEK ABC will, before or at the time personal information is collected, identify the purposes for which the information is collected, used, and disclosed.
 - a. **What Information is Collected?** CHEK ABC collects and uses personal information to provide students with the best possible educational services enunciated by the mission of the school. Most of the information the school collects **COMES** to the school directly from parents and students or is information regarding the student’s school activities, performance, or behaviour, such as attendance records or grades. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs. CHEK ABC also collects information in connection with the use of the MyEd BC and other online .
 - b. Personal information may also be collected and used and disclosed in the course of the operation of building security systems, including video and other surveillance systems.
4. **Principle 3 – Consent:** CHEK ABC will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.
 - a. Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed. In determining whether consent is required and, if so, what form of consent is appropriate, CHEK ABC will take into account both the sensitivity of the personal information and the purposes for which CHEK ABC will use the information. Consent may be express, implied (including through use of “opt-out” consent where appropriate) or deemed. For example, if an individual provides his/her mailing address and requests information regarding a particular service, consent to use the address to provide the requested information may be implied.
 - b. On giving reasonable written notice to CHEK ABC, an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, CHEK ABC will notify the individual of the likely consequences of withdrawing his or her consent and, except where otherwise required or permitted by law, CHEK ABC will stop collecting, using, or disclosing the personal information as requested.
 - c. If a person provides CHEK ABC or its service providers or agents with personal information about an individual, the person represents that it has all necessary authority and/or has obtained all necessary consents from such individual to enable CHEK ABC to collect, use and disclose such personal information for the purposes set forth in this Personal Information Privacy Policy.
5. **Principle 4 – Limiting Collection:** CHEK ABC will limit the personal information collected to that information necessary for the purposes identified by the school.

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6. Principle 5

- a. **Use, Disclosure and Retention:** CHEK ABC will only use, disclose, and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.
- b. **How is Information Used?** CHEK ABC uses personal information as follows:
 - i. to communicate with parents and students, process applications and ultimately to provide students with educational services and co-curricular programs.
 - ii. to enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.
 - iii. health, psychology, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.
 - iv. If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask for your consent before the school proceeds.
 - v. CHEK ABC may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve our school.
- c. **When May Information be Disclosed?** CHEK ABC may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required or permitted by law. The following are some examples of how CHEK ABC may disclose personal information.
- d. **When Authorized by You**
 - i. Other educational institutions routinely contact the school for personal information about students. For example, if a student moves to another school, student records are requested by the enrolling institution. Your permission to pass on these records is usually obtained when the student is registered and you authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the student.
 - ii. Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning and emergency fan out lists, participation groups, parent meetings, fundraising, events, annual general meetings etc.
 - iii. In some cases, when communication is over the telephone, your consent to the use and/or disclosure of your information will be obtained verbally. In other cases, such as when you communicate through email, your consent will be obtained electronically.
- e. **When Required by Law or Legislation**

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8. **Principle 7 – Safeguarding Personal Information:** CHEK ABC will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.
- a. **The School’s Employees**
 - i. In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about students but not your account with the school.
 - ii. Employees are appropriately educated about the importance of privacy and they are required to follow the school’s policies and procedures regarding handling of personal information.
 - b. **Student Files:** Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-assistants, Inclusive education coordinator, administrative assistants, counselors, secretaries, etc.) who, by nature of their work, are required to see them.
 - c. **Electronic Security:** The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school’s security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.
9. **Principle 8 – Openness:** CHEK ABC will make information available to individuals concerning the policies and practices that apply to the management of personal information. Individuals may direct any questions or enquiries with respect to the school’s privacy policies or practices to the privacy officer of CHEK ABC.
10. **Principle 9 – Individual Access:** CHEK ABC will inform an individual, upon the individual’s request, of the existence, use and disclosure of the individual’s personal information, and shall give the individual access to it in accordance with the law.
- a. **How May I Access My Personal Information?** Individuals may access and verify any personal information with appropriate notice so that the office is able to supply the information required. Most of this information is available in the registration forms and other forms that you filled out.
 - b. **Parent Access to Student Personal Information:** A parent may access and verify school records of the student, with appropriate notice during normal school hours. In situations of parental separation, the school will grant access to records of students in accordance with the law.
 - c. **Student Access to Student Personal Information:** A student (under the age of 18) may access their student records if their parent or legal guardian has given written consent.
11. **Principle 10 – Complaint Process:** Individuals may question compliance with the above principles.



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- a. **Questions, Concerns and Complaints:** Questions, concerns, and complaints about privacy, confidentiality and personal information handling policies and practices of the school should be directed to the school's privacy officer by calling the school office. If necessary, individuals will be referred to use the school's complaint procedure and appeal process.

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