

SCHOOL DISTRICT NO. 85

VANCOUVER ISLAND NORTH

POLICY MANUAL

Section 2

Policy No. 2-120

## PRIVACY MANAGEMENT PROGRAM

### - POLICY -

#### 1. PURPOSE

- a. As a public body that is subject to the British Columbia *Freedom of Information and Protection of Privacy Act* (the “Act” or FIPPA), the Board of Education (“School District”) is committed to upholding the principles of privacy, transparency and accountability.
- b. The School District recognizes the fundamental importance of maintaining the privacy and security of the Personal Information that it collects, uses and discloses in the course of its operations and programs.
- c. The School District also acknowledges and supports transparency with the community by facilitating access to School District records and information in accordance with the requirements of the Act.

#### 2. DEFINITIONS

Where used in this policy, the following terms have the following meanings:

- a. “**Consent**” means express written consent to the collection, use or disclosure of personal information;
- b. “**FIPPA**” means the BC *Freedom of Information and Protection of Privacy Act*, and regulations thereto;
- c. “**Head**” means the Secretary-Treasurer, and includes any person to whom the Head has delegated (in writing) their powers to act as Head;
- d. “**Initiative**” means any enactment, system, project, program or activity of the School District;
- e. “**Personal Information**” means recorded information about an identifiable individual, but excludes a person’s business contact information, such as email address and telephone number, that would allow a person to be contacted at work.;
- f. “**PIA**” means a Privacy Impact Assessment performed in accordance with the

requirements of FIPPA;

- g. **“Privacy Breach”** means the theft or loss of or the collection, use or disclosure of Personal Information not authorized by FIPPA, and includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place;
- h. **“Responsible Employee”** means the employee who is responsible for overseeing an Initiative, and in the event of doubt, means the employee designated in the PIA as the Responsible Employee;
- i. **“Supplemental Review”** means an enhanced process for reviewing the privacy and data security measures in place to protect sensitive Personal Information in connection with an Initiative involving the storage of Personal Information outside of Canada.
- j. **“Records”** include means books, documents, maps, drawings, photographs, letters, vouchers, papers and any other thing on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or other mechanism that produces records;
- k. **“Staff”** or **“Employees”** means all persons employed or engaged by the School District to carry out its operations, and includes independent contractors and volunteers.

### 3. PRINCIPLES

Staff are responsible for:

- a. making reasonable efforts to familiarize themselves with this Policy and the requirements of FIPPA, including by participating in privacy training initiatives offered by the School District;
- b. following responsible information management practices to ensure accuracy, protection, disclosure, storage, retrieval, correction and the appropriate use of Personal Information collected, in compliance with FIPPA and other applicable laws;
- c. seeking at all times to protect Personal Information against unauthorized collection, use, disclosure, loss or destruction,
- d. sharing of personal information with third parties only with the knowledge and consent of affected individuals, unless otherwise authorized or required under FIPPA, the School Act or other applicable law;
- e. facilitating the appropriate release of Records within its custody or control of the School District, in response to requests received from members of the community under FIPPA;
- f. completing Privacy Impact Assessments; and
- g. reporting privacy breaches in accordance with this Policy.

#### **4. TRANSPARENCY AND ACCOUNTABILITY**

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

#### **5. RESPONSIBILITY**

The Secretary-Treasurer has been designated by the Board of Education as the “Head” of the School District for the purposes of FIPPA, and has overarching responsibility for ensuring compliance with this Policy, FIPPA and the requirements of the *School Act* and to supervise its Personal Information management program. The Secretary-Treasurer or designate will also act as the Privacy Officer for the School District.

#### **6. COMMITMENT TO PRIVACY PROTECTION**

- a. The School District protects the privacy of students, staff and individuals whose Personal Information it collects, uses, shares and retains, and expects all Staff to follow responsible information management practices to ensure that the School District fully complies with its obligations under FIPPA and other applicable laws.
- b. The School District and Staff respect the privacy and confidentiality of Personal Information entrusted to them in the course of their duties and collect, use and disclose Personal Information only where authorized by FIPPA.

#### **7. PURPOSES FOR COLLECTING PERSONAL INFORMATION**

- c. The School District communicates the purposes for which Personal Information is collected at or before the time the information is collected, unless otherwise permitted or required by FIPPA.
- d. In the ordinary course of carrying out its programs and activities, the School District collects Personal Information of its students for purposes including:
  - i. registration, enrollment and transfer of students;
  - ii. to provide and deliver educational programs and services;
  - iii. to accommodate students with special needs;
  - iv. to communicate with students and respond to inquiries or complaints;
  - v. to prepare and provide assessments of student performance;
  - vi. to supervise and ensure the safety and security of the School District (such as through the use of video surveillance);
  - vii. to investigate and respond to accidents, safety events, misconduct and similar

incidents;

- viii. to ensure compliance with applicable School District policies and other laws;
- ix. to make all required reports and filings to the Ministry of Education and Child Care; and
- x. for other purposes set out in this Policy or required under applicable laws.

Refer to **Regulation 1** of this policy for more detailed requirements for student records.

- e. In the ordinary course of carrying out its employment programs and activities, the School District collects the Personal Information of prospective, current and former Staff for purposes including:

- i. hiring and recruitment;
- ii. to manage and administer the employment relationship;
- iii. communicating with authorized union representatives;
- iv. to administer employment compensation and benefits;
- v. to evaluate performance and manage disciplinary incidents;
- vi. to supervise and ensure the safety and security of the School District (such as through the use of video surveillance);
- vii. to investigate and respond to accidents, safety events, misconduct and similar incidents;
- viii. to ensure compliance with applicable School District policies and other applicable laws; and
- ix. for other purposes set out in this Policy or required under applicable laws.

Refer to **Regulation 2** of this policy for more detailed requirements for employee records.

## **8. COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION:**

- a. The School District limits the Personal Information it collects to information that is necessary to carry out its programs and activities or for other purposes authorized by FIPPA.
- b. The School District seeks to collect Personal Information by fair, lawful and transparent means, including by collecting Personal Information directly from the individual, except where otherwise authorized by FIPPA.
- c. The School District seeks to inform individuals from whom it collects Personal Information about the purposes for which the information is being collected, the legal authority for collecting it and the name and contact information of someone at the School District who can answer questions about the collection and use of the information;

- d. The School District limits the internal and external use and sharing of Personal Information to what is required and authorized by FIPPA or consented to by the individual.
- e. The School District only uses or discloses Personal Information for the purpose for which it was collected, except with the individual's consent or as otherwise required or permitted by FIPPA or other laws.

**9. SECURING PERSONAL INFORMATION:**

- a. The School District protects Personal Information by ensuring it has reasonable security safeguards in place which are appropriate to the sensitivity of the information. Such security safeguards shall include consideration of physical security, organizational security and electronic security.
- b. All Staff have a duty to protect the privacy and security of Personal Information collected and used by them as part of their ongoing employment responsibilities, including by complying with the terms of this Policy, and all related Procedures.
- c. The School District provides training to all Staff to ensure they have the requisite knowledge to ensure compliance with the terms of this Policy and the FIPPA.

**10. RETENTION:**

- a. The School District does not seek to retain Personal Information longer than necessary to satisfy the School District's applicable operational, instructional, financial and legal needs.
- b. Personal information that is no longer required for administrative, operational, financial, legal or historical purposes shall be securely destroyed in a confidential manner in accordance with School District policies and approved record retention protocols.
- c. The retention periods for various types of Personal Information are listed in **Regulation 3** of this policy.

**11. ACCURACY AND CORRECTION:**

- a. The School District shall make reasonable efforts to ensure the accuracy of the Personal Information that they collect and use in the course of performing their duties.
- b. Individuals have the right to request the correction of their Personal Information, and the School District will receive and respond to such requests in accordance with the FIPPA and School District Procedures.

**12. ACCESS TO INFORMATION:**

- a. The School District supports appropriate transparency and accountability in its operations by making information available to the public as permitted or required under FIPPA.
- b. The Head shall, on at least an annual basis, consider and designate categories of Records that will be made available to the public without the need to make a request in accordance with FIPPA. Routinely available records include:
  - i. Regular (Open) Board Minutes and Reports
  - ii. Regular (Open) Committee Minutes and Reports
  - iii. Bylaws and Policies
  - iv. Budgets
  - v. Annual Reports
- c. If records are not routinely available through a respective department or on the School District website, the public can make a formal request for records through the FIPPA, and the School District will respond to such requests in accordance with FIPPA and this Policy.
- d. The School District recognizes that individuals have a right to access their own Personal Information within the custody and control of the School District, and will facilitate such access in accordance with the requirements of FIPPA.

**13. PRIVACY IMPACT ASSESSMENTS**

- a. FIPPA requires that the School District must conduct a Privacy Impact Assessment (PIA) for all new and significantly revised Initiatives to ensure that all collection, use, disclosure, protection and processing of Personal Information by the School District is compliant with FIPPA.
- b. All employees of the School District are expected to be aware of the need for a PIA in the event that they are involved in a new or significantly revised Initiative. Employees responsible for developing or introducing a new or significantly revised Initiative that involves or may involve the collection, use, disclosure or processing of Personal Information by the School District must report that Initiative to the Head at an early stage in its development.
- c. Responsible Employees are responsible for ensuring that new and significantly revised Initiatives for which they are the Responsible Employee are referred to the Head for completion of a PIA and supporting all required work necessary for the completion and approval of the PIA.

- d. Employees may not engage in any new or significantly revised Initiative that involves the storage of Personal Information outside of Canada until the Head has completed and approved a PIA and any required Supplemental Review.
- e. Responsible Employees may not enter into a binding commitment to participate in any Initiative that involves the storage of Personal Information outside of Canada unless any required Supplemental Review has been completed and approved by the Head.
- f. The Head is responsible for reviewing and, if appropriate, approving all Supplemental Reviews and in doing so must consider risk factors including:
  - vi. the likelihood that the Initiative will give rise to an unauthorized, collection, use, disclosure or storage of Personal Information;
  - vii. the impact to an individual of an unauthorized collection, use, disclosure or storage of Personal Information;
  - viii. whether the Personal Information is stored by a service provider;
  - ix. where the Personal Information is stored;
  - x. whether the Supplemental Review sets out mitigation strategies proportionate to the level of risk posed by the Initiative.
- g. Approval of a Supplemental Review by the Head shall be documented in writing.

#### **14. PRIVACY BREACH**

- a. All Staff must without delay report all actual, suspected or expected Privacy Breach incidents of which they become aware to the Head and provide their full cooperation in any investigation or response to a Privacy Breach.
- b. Any member of Staff who knowingly refuses or neglects to report a Privacy Breach in accordance with this Policy may be subject to discipline, up to and including dismissal.
- c. Upon discovering or learning of a Privacy Breach, all Staff shall:
  - i. Immediately report the Privacy Breach to the Head or to the Privacy Officer.
  - ii. Take any immediately available actions to stop or contain the Privacy Breach, such as by:
    - isolating or suspending the activity that led to the Privacy Breach; and
    - taking steps to recover Personal Information, Records or affected equipment.
  - iii. preserve any information or evidence related to the Privacy Breach in order to support the School District's incident response.

- d. Upon being notified of a Privacy Breach, the Head shall implement all available measures to stop or contain the Privacy Breach. Containing the Privacy Breach shall be the first priority of the Privacy Breach response, and all Staff are expected to provide their full cooperation with such initiatives.
- e. The Head will take steps to contain the Privacy Breach by identifying:
  - i. the cause of the Privacy Breach;
  - ii. if additional steps are required to contain the Privacy Breach, and, if so, to implement such steps as necessary;
  - iii. the type and sensitivity of the Personal Information involved in the Privacy Breach, and any steps that have been taken or can be taken to minimize the harm arising from the Privacy Breach;
  - iv. the individuals affected by the Privacy Breach, or whose Personal Information may have been involved in the Privacy Breach;
  - v. the number of affected individuals and compile a list of such individuals, if possible; and
  - vi. the types of harm that may flow from the Privacy Breach.
- f. The Head shall be responsible for, without delay, assessing whether the Privacy Breach could reasonably be expected to result in significant harm to individuals ("Significant Harm"). That determination shall be made with consideration of the following categories of harm or potential harm:
  - i. bodily harm;
  - ii. humiliation;
  - iii. damage to reputation or relationships;
  - iv. loss of employment, business or professional opportunities;
  - v. financial loss;
  - vi. negative impact on credit record,
  - vii. damage to, or loss of, property,
  - viii. the sensitivity of the Personal Information involved in the Privacy Breach; and
  - ix. the risk of identity theft.
- g. If the Head determines that the Privacy Breach could reasonably be expected to result in Significant Harm to individuals, then the Head shall make arrangements to:
  - i. report the Privacy Breach to the Office of the Information and Privacy Commissioner; and
  - ii. provide notice of the Privacy Breach to affected individuals, unless the Head determines that providing such notice could reasonably be expected



to result in grave or immediate harm to an individual's safety or physical or mental health or threaten another individual's safety or physical or mental health.

- h. If the Head determines that the Privacy Breach does not give rise to a reasonable expectation of Significant Harm, then the Head may still proceed with notification to the affected individual if the Head determines that notification would be in the public interest or if a failure to notify would be inconsistent with the School District's obligations or undermine public confidence in the School District.
- i. Determinations about notification of a Privacy Breach shall be made without delay following the Privacy Breach, and notification shall be undertaken as soon as reasonably possible. If any law enforcement agencies are involved in the Privacy Breach incident, then notification may also be undertaken in consultation with such agencies.
- j. The Head shall complete an investigation into the causes of each Breach Incident reported under this Policy, and shall implement measures to prevent recurrences of similar incidents.

## 15. FEES FOR SERVICES

- a. A non-refundable application fee of \$10 is required for all record requests. There are no application fees or processing fees for personal record requests. Indigenous Governing Entities are not required to pay application fees.
- b. A request will not be processed until payment is received. Fee payments are accepted by e-transfer to [fippa@sd85.bc.ca](mailto:fippa@sd85.bc.ca) or by cheque. Additional processing fees may apply to general record requests, depending on the size and complexity of the request description as permitted under section 75 of FIPPA.
- c. Section 75 of FIPPA permits the School District to assess and charge a fee for certain costs associated with responding to access requests. Fees will be charged at rates listed in the FIPPA Fee Schedule for the following;
  - i. Locating, retrieving and producing the record;
  - ii. Preparing the record for disclosure;
  - iii. Shipping and handling the record; and
  - iv. Providing a copy of the record

## 16. COMPLAINTS AND INQUIRIES

- a. Questions or complaints about the School District's information management practices should be directed to the Privacy Officer by email to [fippa@sd85.bc.ca](mailto:fippa@sd85.bc.ca) or by mail to Box 90, Port Hardy, BC V0N2P0.

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

## 17. REFERENCES

[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)

## PRIVACY MANAGEMENT PROGRAM

### - REGULATION -

#### 1. STUDENT RECORDS

- a. In accordance with the *School Act* and the *FIPPA*, students' personal records shall be maintained in a manner that ensures the confidentiality of information and the privacy of students and their families. Students and authorized parents/legal guardians shall have access to all information in the student record.
- b. The student's personal record consists of all information collected or maintained by the district pertaining to the student. A student's school file shall be maintained by the school, but student records may exist in other locations, as outlined in the district's list of Personal Information Banks.
- c. The Principal is responsible for the establishment and maintenance of both a Permanent Record Card and a school file for each student registered in his or her school.
- d. Notes prepared by and for the exclusive use of a teacher or principal/vice-principal are not considered part of the student's school file but are subject to the requirements of the Freedom of Information and Protection of Privacy Act.
- e. The student's school file may contain, but not be limited to the following:
  - i. school progress and achievement history
  - ii. record of contact(s) with parents/guardians
  - iii. work samples
  - iv. medical information as provided at the option of the parent or public health
  - v. demographic information including legal name, birthdate, legal guardianship, citizenship and visa information if applicable, and other information required by the Ministry of Education and Child Care.
- f. The student's school file shall contain a reference to the location of any information that is being maintained outside the central file.
- g. Certain students may have a student services file. All entries to these files shall include the date and the name of the person making the entry. The student services file must contain (if applicable):
  - i. assessment reports from psychologists, physicians, occupational therapists, physiotherapists, and speech/language pathologists;

- ii. reports from the Ministry of the Attorney General;
  - iii. Consent for Modified form
  - iv. summaries of counselling intervention and consultations reports;
  - v. any other information considered to be of a sensitive and confidential nature.
  - vi. Individual Education Plans
  - vii. Summary of individually administered assessment measures
  - viii. Ministry designation documentation
  - ix. Parental Consent to Designation form
  - x. Parental Release forms
- h. A student or authorized parents/guardians shall have the right to review the student's records by arrangement through the school principal.
- i. Achievement records will be forwarded to prospective employers, or others, only upon the written request of the student or a former student or in the case of minor age students, authorized parents/guardians.
- j. A person who is planning for the delivery of, delivering or providing health services, social services, or other support services to a student, shall have access to information in that student's records that is required to carry out that service. (S.A. s.92; M14/91;).
- k. School personnel authorized by the principal may access a student's records for the purpose of delivering education services. District personnel authorized by the Superintendent may access a student's records for an approved purpose.
- l. As permitted in Section 29 of the FIPPA, students, parents or guardians may request the Board to correct or remove entries in a student record. Such a request must be made in writing, either on forms provided or in a letter.
- m. The Principal, upon receiving such a request, will consult with the Superintendent of Schools before making a change.
- n. If the district denies the request, the applicant shall be informed of the right to appeal to the Commissioner of Information and Privacy.
- o. A record will be maintained by every school detailing who requested a transfer of a student's school file, and when and to whom the file was transferred. A student's school file shall be transferred without delay to another educational institution in which the student has enrolled in accordance with the following guidelines:

- i. To another School District No. 85 school, the student's school file will be transferred upon request of the receiving Principal.
  - ii. To another B.C. public school, the student's school file will be transferred upon receipt of a written request from the receiving Principal.
  - iii. To a school outside of the B.C. public school system, a copy of the student's school file shall be transferred upon receipt of a written request from the receiving Principal, supported by a written request for transfer of the file made by the parent/guardian or legal representative of the student, or by the student, if an adult.
- p. A record will be maintained by every school detailing who requested a transfer of a student's student services file, and when and to whom the file was transferred. A student services file shall be transferred without delay to another educational institution in which the student has enrolled in accordance with the following guidelines:
- i. To another School District No. 85 school, the student's student services file will be transferred upon request of the receiving Principal and the Assistant Superintendent shall be advised of the transfer.
  - ii. To a school outside of School District No. 85, a copy of the student's student services file shall be transferred upon receipt of a written request (Release of Confidential Information form) from the receiving Principal, supported by a written request for transfer of the file made by the parent/guardian or legal representative of the student, or by the student, if an adult.
  - iii. A copy of the student services file shall be sent to the School Board Office for archiving along with the original signed Request for Confidential Information form.
  - iv. If the student has left the District and no request for the student services file is made, or upon graduation, the original student services file is sent to the School Board Office for archiving.
- q. All employees working with student records must ensure the security and confidentiality of those records, including security of access to records. Student records shall be maintained for the periods as outlined in Regulation 3 of this policy and Student records shall be destroyed in a manner which retains the confidentiality of the record. All student Permanent Record Cards will be scanned and maintained in electronic format indefinitely, and any paper copies shall be destroyed in a manner which retains the confidentiality of the record.

PRIVACY MANAGEMENT PROGRAM

- REGULATION -

**2. EMPLOYEE RECORDS**

- a. The employee record consists of all personal information collected or maintained by the district pertaining to the employee. The employee file shall be maintained by the Payroll Department, but employee records may exist in other locations, as outlined in the district's list of Personal Information Banks.
- b. Access to an employee's personal information can be gained during normal business hours upon appointment with the Payroll Department. An employee's personal information is available to:
  - i. the employee, in the presence of a supervisory officer or the Payroll Clerk
  - ii. other parties, such as legal counsel of the employee, with the specific written consent of the employee; and
  - iii. authorized administrative personnel.
- c. Confidentiality must be protected by each employee who is authorized to have access to the personal information of other employees.
- d. FIPPA gives employees the right to request that personal information on file be removed or corrected. This procedure is not intended to be in conflict with, or supersede, an employee's rights outlined in a collective agreement.
  - i. Employees may request the district to correct or remove entries in their personal records. Such a request must be made in writing, either on forms provided or in a letter.
  - ii. The Payroll Department, upon receiving such a request, will make a recommendation to the Secretary-Treasurer, who may consult with the Superintendent/CEO before making a decision.
  - iii. If the district denies the request, the applicant shall be informed of the right to appeal to the Commissioner of Information and Privacy.
- e. All employees working with employee records must ensure the security and confidentiality of those records, including security of access to records.
- f. After termination, employee records will be scanned and maintained in electronic format indefinitely, and any paper copies shall be destroyed in a manner which retains the confidentiality of the record.

PRIVACY MANAGEMENT PROGRAM

- REGULATION -

**3. RECORD RETENTION AND DESTRUCTION**

- a. Records held by School District No. 85 will be retained while they are of use in the operation of the district and in compliance with pertinent federal and provincial legislation. A retention procedure outlines the minimum period of time which specific records must be retained.
- b. Once records are past the applicable retention period, the principal of the school or the supervisor of the department responsible for the records is authorized to destroy them if he or she is satisfied that the records are of no further use and they have no historical or archival value. Records which contain personal or confidential information shall be destroyed in a manner that retains the confidentiality of the records.
- c. The following retention schedule outlines the minimum amount of time that School District No. 85 records must be retained and who is responsible for their retention and destruction. The person responsible is authorized to delegate these responsibilities to other staff as appropriate.

d. Board Records:

i.	Board Agendas	Secretary-Treasurer	Permanent
ii.	Board Minutes	Secretary-Treasurer	Permanent
iii.	Board Policy	Superintendent	Permanent
iv.	Election Files	Secretary-Treasurer	Term of Office
v.	Notice of Meetings	Secretary-Treasurer	1 year
vi.	Oaths or Declarations	Secretary-Treasurer	Term of Office

e. Communications/Information & Privacy Records

i.	FIPPA Requests	Secretary-Treasurer	2 years
ii.	FIPPA Decisions	Secretary-Treasurer	7 years
iii.	FIPPA Requests to Correct	Secretary-Treasurer	7 years

f. Facilities Records

i.	Appraisals	Secretary-Treasurer	7 years
ii.	Asbestos Testing	O & M Manager	7 years
iii.	Building plans	O & M Manager	Permanent

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iv.	Capital Advances	Secretary-Treasurer	7 years
v.	Community Use Forms	O & M Manager	7 years
vi.	Consultants Reports	O & M Manager	7 years
vii.	Engineers Reprts	O & M Manager	7 years
viii.	Fire Inspection Reports	O & M Manager	7 years
ix.	Inventory records	Secretary-Treasurer	7 years
x.	Land titles, deeds and plans	Secretary-Treasurer	Permanent
xi.	Leases	Secretary-Treasurer	7 years
xii.	SPP Inspection Reports	O & M Manager	7 years
xiii.	Water Testing	O & M Manager	7 years
xiv.	WCB Inspection Reports	O & M Manager	7 years

g. Financial Records

i.	Annual budgets	Secretary-Treasurer	Permanent
ii.	Auditor's reports	Secretary-Treasurer	Permanent
iii.	AP Invoices	Secretary-Treasurer	7 years
iv.	AR Invoices	Secretary-Treasurer	7 years
v.	Bank statements	Secretary-Treasurer	7 years
vi.	Boarding Allowance Claims	Secretary-Treasurer	7 years
vii.	Cancelled cheques	Secretary-Treasurer	7 years
viii.	Cheque duplicates	Secretary-Treasurer	7 years
ix.	Deposit books	Secretary-Treasurer	7 years
x.	Employee Travel Claims	Secretary-Treasurer	7 years
xi.	Financial Statements	Secretary-Treasurer	Permanent
xii.	GL Detail Reports	Secretary-Treasurer	7 years
xiii.	Invoices	Secretary-Treasurer	7 years
xiv.	Journal Entries	Secretary-Treasurer	7 years
xv.	Loan information	Secretary-Treasurer	7 years
xvi.	Purchase orders	Secretary-Treasurer	7 years
xvii.	Receipts issued	Secretary-Treasurer	7 years
xviii.	Requisitions	Secretary-Treasurer	7 years
xix.	SOFI Reports	Secretary-Treasurer	Permanent
xx.	Stop payment orders	Secretary-Treasurer	7 years
xxi.	Transportation Assistance	Secretary-Treasurer	7 years

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ADOPTION DATE: Apr. 11/95

Revised: Apr. 16/12; May/24



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h. Human Resource Records

i.	Applications: Teacher	Assistant Superintendent	1 year
ii.	Applications: Non-teacher	Secretary-Treasurer	1 year
iii.	Discipline: Teacher	Assistant Superintendent	Permanent
iv.	Discipline: Non teacher	Secretary-Treasurer	Permenant
v.	Employee WCB forms	Payroll	Permanent
vi.	Employee Personnel files	Payroll	Permanent
vii.	Exempt Contracts	Secretary-Treasurer	Permanent
viii.	Extra Hours/Recall List	Secretary-Treasurer	1 year
ix.	Grievances: Teacher	Assistant Superintendent	Permanent
x.	Grievances: Non-teacher	Secretary-Treasurer	Permanent
xi.	Leave Records	Payroll	Permanent
xii.	Qualifications & Certifications	Payroll	Permanent
xiii.	Reference checks	Supervisor	1 year
xiv.	Seniority Lists	Payroll	Permanent
xv.	Signed Collective Agreements	Secretary-Treasurer	Permanent

i. Insurance Records

i.	Claims	Secretary-Treasurer	Permanent
ii.	Insurance Policies	Secretary-Treasurer	Permanent
iii.	Other Incident Reports	Secretary-Treasurer	Until closed
iv.	Violent incident reports	Superintendent	7 years

j. Payroll Records

i.	Employee Benefit Forms	Payroll	Permanent
ii.	Payroll Deduction Authority	Payroll	Permanent
iii.	Payroll Reports	Payroll	7 years
iv.	Time Sheets	Payroll	7 years

k. Purchasing

i.	Construction Contracts	Secretary-Treasurer	7 years
ii.	Consultant Agreements	Secretary-Treasurer	7 years
iii.	Purchasing Contracts	Secretary-Treasurer	7 years
iv.	Quotations	Principal or Manager	7 years

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I. School Records

i.	General Files	Principal	1 year
ii.	Purchase Quotes & Orders	Principal	1 year
iii.	School Bank Account Records	Principal	7 years
iv.	School Trust Funds	Principal	7 years
v.	Scholarships and bursaries	Principal	7 years
vi.	Teachers' Files on Students records may be transferred to student's school file)	Teacher	1 year (selected
vii.	School Personnel Files	Principal	Permanent
viii.	School Grievance Files	Principal	Permanent

m. Student Records

i.	Attendance reports	Principal/Assistant Sup.	Permanent
ii.	Other student records	Author	Useful Life
iii.	Permanent Record Cards	Assistant Superintendent	Permanent
iv.	Registers	Principal/Assistant Sup.	Permanent
v.	Scholarships and Awards	Superintendent	Permanent
vi.	SIS Data	Principal	Permanent
vii.	Student Files	Principal	1 year from date student left
viii.	Student Services Files	LART/Principal	While in attendance
ix.	Student Services Files graduation or exit from District until 7 years after student leaves school or student's 26th birthday (whichever comes last)	Assistant Superintendent	Upon
x.	Student Transcripts	Principal	Permanent
xi.	Student Transfers date of transfer	Principal	1 year from

n. Transportation Records

i.	Bus Behaviour Reports	O & M Manager	2 years
ii.	Bus Inspection Reports	O & M Manager	7 years
iii.	Bus Maintenance Records	O & M Manager	7 years
iv.	Bus Passenger Lists	O & M Manager	2 years
v.	Bus Video Tapes	O & M Manager	2 years