



**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY  
COLLECTION, PROTECTION AND ACCESS OF PERSONAL  
INFORMATION OF BOARD EMPLOYEES AND INDIVIDUALS**

**POLICY**

The Board of Education acknowledges its responsibility to ensure the confidentiality of personal information in accordance with the *Freedom of Information and Protection of Privacy Act*.

**REGULATIONS**

1. Personal information may only be obtained as authorized in the *Act* and used for the specific purposes for which it is gathered. The Board shall safeguard the confidentiality of personal information pertaining to employees/individuals.
2. Access to personal information may be gained during normal business hours, upon appointment and is available to:
  - a.
    - i) the employee, in the presence of a supervisory officer, or the appropriate personnel officer;
    - ii) other parties (e.g. legal counsel of the employee) with the specific written consent of the employee;
    - iii) appropriate board employees and/or the board's legal counsel, subject to the approval of the Superintendent or designate, or the appropriate personnel officer.
  - b.
    - i) the individual, in the presence of the appropriate manager or a designate;
    - ii) other parties (e.g. legal counsel for the individual) with the specific written consent of the individual.
3. Copies of any personal information shall be provided only to the employee/individual or his/her agent on the specific written request of the employee/individual. A record of all such transactions must be kept on file.
4. Any personal information of an employee/individual that is no longer required for either administrative, financial, legal or historical purposes, and its retention is not regulated by any statute, may be destroyed.
5. Retention of records will be in accordance with Board Policy No. 9004, Freedom of Information and Protection of Privacy Retention and Disposal of Records.