



**FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
COLLECTION, PROTECTION AND ACCESS OF STUDENT
PERSONAL INFORMATION**

POLICY

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

REGULATIONS

1. Personal information may only be obtained as authorized in the *School Act* and the *Freedom of Information and Protection of Privacy Act* and used for the specific purposes for which it is gathered. The Board shall safeguard the confidentiality of personal information pertaining to students and their families.
2. Access to student records may be gained during normal business hours, upon appointment with the appropriate principal and is available to:
 - a) a student or his/her parents in the presence of the principal or his/her designate;
 - b) other parties (e.g. legal counsel for the student) with the specific written consent of the student or his/her parents;
 - c) appropriate board employees and/or the board's legal counsel, subject to the approval of the Superintendent of Schools or designate.
3. No student record other than the Permanent Student Record (consisting of the Permanent Student Record 1704 and copies of the two most recent years of Student Progress Reports) and upon graduation, an official copy of the Transcript of Grades, shall be kept beyond its useful life. Before school files are transferred to another school, the student data shall be reviewed by the principal and any information no longer considered relevant shall be removed.
4. Retention of records will be in accordance with Board Policy No. 9004, Freedom of Information and Protection of Privacy Retention and Disposal of Records.