



| | |
|--|--------------------------|
| NAME: 04.17 PRIVACY | VERSION: 2 |
| ADOPTED: SEPTEMBER 12, 2006; AMENDED: MARCH 10, 2014 | REVIEW: 2016-2017 |

REVIEW EVERY 3 YEARS OR IN CONJUNCTION WITH LEGISLATIVE CHANGES

PREAMBLE

The British Columbia *Personal Information Protection Act* is the definitive resource and reference for matters of privacy at Richmond Christian School. The *Personal Information Protection Act* (PIPA) came into effect in January 2004, and sets out how private sector "organizations" can collect, use and disclose personal information. The act sets the rules by which Richmond Christian School can collect, use and discloses personal information from students, parents and/or employees. PIPA also requires Richmond Christian School to protect and secure personal information against unauthorized use or disclosure.

Richmond Christian School shall operate within all guidelines and regulations set out in the Act.

PRIVACY OFFICERS

1. Richmond Christian School is responsible for maintaining and protecting personal information under its control. The campus Principal is deemed to be the Privacy Officer at each campus.
 - a. Each Privacy Officer shall review the school's Privacy Policy annually and be satisfied that practices and procedures are being followed in compliance with the policy.
2. Should a matter of privacy or a breach in the RCS Privacy policy and procedures protocols be identified by any employee or volunteer, they must bring it to the attention of a Privacy Officer for follow up.
 - a. Should a dispute arise over the use or disclosure of private information the Richmond Christian School Dispute Resolution policy shall be referenced.

PERSONAL INFORMATION

3. Personal information means information that identifies an individual. It excludes the name, position of title, business telephone number, business email, and business fax number of an individual as well as publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.

4. The collection, use and protection of personal information under the control of Richmond Christian School shall operate under the ten privacy principles:
 - a. Accountability for the policy through the appointment of Privacy Officers;
 - b. Identify purposes for the collection and use of information;
 - c. Consent shall be obtained for the collection, use and disclosure of personal information;
 - d. Collection shall be limited to necessary information only;
 - e. Use, disclose and retain information only for the purposes for which it was collected;
 - f. Accuracy of information will be maintained and updated as changes are identified;
 - g. Personal information will be kept secure;
 - h. Be open and transparent with practices and procedures and in addressing inquiries;
 - i. Provide individual access to personal information that has been collected about that individual; and
 - j. Implement the Dispute Resolution process for any complaint that may arise

CONSENT - ADMISSIONS AND ENROLLMENT

5. Richmond Christian School may assume consent in cases where information is given voluntarily for an obvious purpose. Consent is deemed given when applicants complete an admissions application, enrollment forms or additional documents required to:
 - a. ensure Ministry requirements are met; and
 - b. operate the Society and the school properly.
6. Richmond Christian School collects and may use or disclose admissions applicant information in order to confirm the integrity of the information provided and/or to request additional information or details from relevant parties identified in the application.
7. Information collected may be used to:
 - a. Communicate with parents, guardians and students in order to process applications and provide students with the educational services and curricular programs offered.
 - b. Enable Richmond Christian School to successfully perform its administrative functions in the operation of the school.
 - c. Provide health, psychological or legal information in providing certain specialized services or as adjunct information in delivering educational services.
 - d. Create a school directory.
 - e. Maintain contact with alumni and their families.

CONSENT – EMPLOYMENT APPLICATIONS AND EMPLOYEES

8. Personal employee information is identified as information about an employee which is collected, used or disclosed solely for the purposes of establishing, managing or terminating an employment relationship. Personal employee information may, in some circumstances, also include:
- a. a Social Insurance Number;
 - b. information required to determine eligibility for employment, including verifying qualifications and references;
 - c. Establishing training and development requirements;
 - d. Assessing performance and managing performance issues if they arise;
 - e. Administering pay and benefits (paid employees only);
 - f. Processing employee work-related claims (e.g. benefits, workers' compensation, insurance claims) (paid employees only);
 - g. Complying with requirements of funding bodies;
 - h. Complying with applicable laws (e.g. Canada Income Tax Act, Employment Standards); and
 - i. Criminal record check.

CONSENT – VOLUNTEERS

9. Personal information is identified as information about a volunteer which is collected, used or disclosed solely for the purposes of establishing, managing or terminating a volunteer relationship. Personal information may also include:
- a. a Social Insurance Number;
 - b. information required to determine eligibility for the volunteer position, including verifying qualifications and references;
 - c. Establishing training and development requirements;
 - d. Assessing performance and managing performance issues if they arise;
 - e. Complying with requirements of funding bodies;
 - f. Complying with applicable laws; and
 - g. Criminal record check.

WITHDRAWAL OF CONSENT

10. Richmond Christian School will accept an individual's withdrawing of his or her consent to the collection, use or disclosure of personal information related to that individual provided that the request is in writing.
 - a. Withdrawing consent may be denied, even if received in writing, if it would frustrate the performance of a legal obligation.
11. If a parent or guardian withholds or withdraws their consent for the inclusion of their child in a photograph that may be published in Richmond Christian School media or other school publications, the school will make every reasonable effort to ensure that the exclusion is honored.
 - a. In respect to class or school wide photos, if a parent or guardian does not want their child to be included they must notify the office in writing and remind their child and class teacher that they are not to participate.
 - b. Richmond Christian School staff cannot control news media access, photos/videos taken by the media or others in public locations (such as field trips, or off school grounds) or school events open to the public, such as sports events, student performances, school board meetings, etc.

DISCLOSURE OF INFORMATION

12. Richmond Christian School may use or disclose information it has collected to others:
 - a. in connection with the purpose for which the information was originally collected including but not limited to:
 - i. Government agencies and departments;
 - ii. Payroll outsources;
 - iii. Insurance companies; or
 - iv. Advisors or agents of Richmond Christian School.
 - b. As consented to by the individual
 - c. As required or permitted by law
13. Richmond Christian School is legally permitted to disclose some personal information in situations such as an investigation into suspected illegal activities, reasonable methods to collect overdue accounts or medical emergencies. Only pertinent information may be disclosed.

14. Richmond Christian School is legally required to disclose some personal information in situations such as family court issues, legal proceedings, court orders and government tax reporting requirement.
 - a. The school's Privacy Officer will ensure that only requested and pertinent information will be disclosed and that the authority making the request has legitimate grounds to do so.

RETENTION OF INFORMATION

15. Richmond Christian School shall retain personal information for the period of time required to fulfill the purpose for which it was collected.
 - a. Personal employment records will be retained as prescribed by governing legislation, for example:
 - i. *The Employment Standards Act* requires employers to keep certain employment records for two years after the employee's employment ends.
 - ii. Under privacy legislation, any employee personal information upon which a decision was made affecting the employee must be retained for at least 1 year.
 - iii. Privacy legislation also requires private employers to destroy records containing employee personal information as soon as retention is no longer necessary for legal or business purposes.
 - iv. Generally speaking, there is a six year limitation period for an employee to bring an action against his or her former employer for breaching the employment contract (e.g. wrongful dismissal). If an employee has left in circumstances that could give rise to a wrongful dismissal action, Richmond Christian School will keep all records for six years following the date of termination.
 - v. The Permanent Student Record must be retained by the school for 55 years after a student has withdrawn or graduated from school and stored according to school district policy.

DISPOSAL OF INFORMATION

16. Personal files and records containing personal information that can be destroyed, in compliance with governing legislation and regulations, shall be shredded.

ACCURACY OF INFORMATION

17. Richmond Christian School relies on individuals to notify the school if there is a change to their personal information that may affect their relationship with our organization. Employees, volunteers and families are responsible for advising Richmond Christian School of any errors or omissions in the personal information that has been collected or if any changes have occurred.

AGREEMENTS

18. The Richmond Christian School Privacy policy may be supplemented or modified by agreements entered into between the school society and an individual from time to time.
19. Parents/guardians shall complete and sign a PIPA form each September which will:
 - a. Outline the general nature of the school's information collection, use and disclosure policy,
 - b. Identify other possible external organizations that may have access to limited student information,
 - c. Identify photograph and student image use at RCS,
 - d. Inclusion in the school directory, and
 - e. Clear instructions on *Revocation of Consent* for personal information, student images or publication in the directory.

BREACH OF PROTOCOLS

20. If a Privacy Officer becomes aware of a breach in the privacy protocols at Richmond Christian School reference should be made to the Office of the Information and Privacy Commissioner for British Columbia website for resources:
 - a. Privacy Breaches: Tools and Resources - includes privacy breach checklist; and
 - b. Privacy Breaches: Tools and Resources - includes notification tool.

RESOURCES AND REFERENCES

21. Richmond Christian School adopts the best practices set out in the 2004 FISA *Personal Information Privacy Policy for Employees and Volunteers* and *Personal Information Privacy Policy for Parents and Students*.

22. If a conflict exists between this policy and the information available with the Office of the Information and Privacy Commissioner for British Columbia, the Office shall override and the school's policy and procedures shall be aligned with it.

CHANGES

23. Changes to this policy may require updating of the Employee Handbook, Family Handbook and/or Admissions Policy and supporting documents.