

COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION

Background

Under the *School Act*, school districts/schools are authorized to obtain personal information on students and teachers for a specific purpose, namely:

- Students – information to be used for educational program purposes.
- Employees – payroll administration, administration of employee benefits, recruitment and selection of staff, etc.

All individuals, under the *Freedom of Information/Protection of Privacy Act*, have a right to protection from unauthorized collection, use, and disclosure of personal information. Therefore, written consent must be obtained prior to obtaining personal information to be used for other than the purposes stated above.

To gather personal information on a student or employee, for other than the above-authorized purposes, the student/parent or employee must be advised in writing:

- What information is to be collected.
- The purpose for collecting the information (is to include who will have access to the information).
- The person to contact if there are questions about the collection and use of the information.

The consent form (Form 180-3) must be received prior to any collection of information taking place.

Definition

Personal Information – means recorded information about an identifiable individual including:

- The individual's name, address or telephone number.
- The individual's race, national or ethnic origin, colour, or religious or political beliefs or associations.
- The individual's age, sex, sexual orientation, marital status or family status.
- An identifying number, symbol or other particulars assigned to the individual.
- The individual's fingerprints, blood type or inheritable characteristics.
- Information about the individual's health care history, including a physical or mental disability.

- Information about the individual's educational, financial, criminal or employment history
- Anyone else's opinions about the individual and individual's personal views or opinions except if they are about someone else

*Reference: Sections 22, 65, 85 School Act
Freedom of Information and Protection of Privacy Act*

SD No. 40 (New Westminster)

Adopted: May 30, 2017

Modification to this document is not permitted without prior written consent from SD No. 40 (New Westminster)



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY
REQUEST FOR ACCESS TO RECORDS



NAME OF PUBLIC BODY TO WHICH YOU ARE DIRECTING YOUR REQUEST
YOUR NAME
LAST NAME FIRST NAME MIDDLE NAME
OPTIONAL MISS MS MRS. MR. OTHER:
YOUR ADDRESS
STREET, APARTMENT NO., P.O. BOX, R.R. NO. CITY / TOWN PROVINCE / COUNTRY POSTAL CODE
YOUR CONTACT INFORMATION
DAY PHONE NO. ALTERNATE PHONE NO. E-MAIL ADDRESS
DETAILS OF REQUESTED INFORMATION
INFORMATION REQUESTED (PLEASE DESCRIBE THE RECORDS YOU ARE REQUESTING. BE AS SPECIFIC AS POSSIBLE, AS THIS WILL ASSIST THE REQUEST PROCESS. ATTACH A SEPARATE SHEET IF THE SPACE BELOW IS NOT SUFFICIENT.) PLEASE SPECIFY ANY REFERENCE OR FILE NUMBER(S), IF KNOWN
ARE YOU REQUESTING ACCESS TO ANOTHER PERSON'S PERSONAL INFORMATION? YES NO
PREFERRED METHOD OF ACCESS TO RECORDS EXAMINE ORIGINAL RECEIVE COPY
YOUR SIGNATURE DATE SIGNED (YYYY MMM DD)
FOR PUBLIC BODY USE ONLY
REQUEST NO. REQUEST CATEGORY ACCESS TO GENERAL INFORMATION ACCESS TO PERSONAL INFORMATION
REQUEST CODE DATE RECEIVED (YYYY MMM DD) NAME OF PUBLIC BODY RECEIVING REQUEST
YOU MAY MAKE A REQUEST FOR ACCESS TO RECORDS WITHOUT USING THIS FORM, PROVIDED YOU DO SO IN WRITING. BIRTHDATE AND CORRECTIONS SERVICE NO. ARE REQUIRED TO VERIFY THE INDIVIDUAL REQUESTING THE INFORMATION. PERSONAL INFORMATION CONTAINED ON THIS FORM IS COLLECTED UNDER THE FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY ACT AND WILL BE USED ONLY FOR THE PURPOSE OF RESPONDING TO YOUR REQUEST.