

ADMINISTRATIVE PROCEDURES MANUAL
Administrative Procedure 193

INFORMATION SHARING WITH LAW ENFORCEMENT

PURPOSE

This Administrative Procedure operationalizes the Board Policy on Information Sharing with Law Enforcement. It provides clear direction to staff regarding when, how, and by whom personal information may be shared with police, in compliance with FOIPPA and District values.

SCOPE

This AP applies to all NWSD employees, contractors, and volunteers.

DECISION-MAKING THRESHOLD

Information may only be shared where:

1. There is an immediate risk to health or safety;
2. Disclosure is required by law;
3. Disclosure supports a Violence Threat and Risk Assessment or emergency planning;
4. Disclosure is required for child protection.

AUTHORIZED ROLES

Only Principals, Vice-Principals, the District Vice-Principal Safe and Caring Schools, or the Superintendent or designate may authorize disclosure.

PROCESS

1. Assess risk and legal authority.
2. Consult District Leadership Liaison where time permits.
3. Share only the minimum necessary information.
4. Document the disclosure and legal authority.
5. Review post-incident where applicable.

Reporting and Oversight: Information Sharing Log

PURPOSE

To support transparency, accountability, and continuous improvement, the district will maintain a confidential Information Sharing Log when personal information is disclosed to law enforcement outside of emergency 9-1-1 response.

ADMINISTRATIVE PROCEDURES MANUAL

This reporting mechanism is designed to comply with FOIPPA by tracking patterns and categories of disclosure without creating secondary personal information records beyond what is necessary.

WHEN REPORTING IS REQUIRED

A report must be completed when:

- Personal information about a student, parent, or staff member is disclosed to police outside of an immediate emergency; or
- Disclosure occurs as part of VTRA, child protection collaboration, or non-emergency police involvement.

Reporting is not required for:

- Routine 9-1-1 emergency calls where no personal information beyond immediate safety details is shared;
- Situations where police act independently without receiving personal information from NWSD.

WHAT IS RECORDED

The log shall record:

- Date of disclosure
- School or site
- Role authorizing disclosure (not individual name)
- General category of incident (e.g., safety threat, VTRA, child protection, emergency)
- Type of information shared (e.g., safety concern, attendance context, well-being concern)
- Legal authority relied upon (FOIPPA provision or statutory duty)
- Whether disclosure was emergency or non-emergency

The log shall not include:

- Student or staff names
- Detailed incident narratives
- Diagnoses, discipline records, or subjective commentary

ACCESS AND USE

The Information Sharing Log shall be accessible only to:

- Superintendent or designate
- District Vice-Principal, Safe and Caring Schools

ADMINISTRATIVE PROCEDURES MANUAL

- Privacy Officer or Designate

The log will be used solely to:

- Monitor frequency and nature of information sharing
- Identify training or policy gaps
- Support annual reporting and review
- Respond to privacy audits or complaints

RETENTION AND PRIVACY

Records shall be retained in accordance with District records retention schedules and FOIPPA requirements. Aggregated data may be reported to the Board or Advisory Committee; no personally identifiable information shall be disclosed.

REVIEW

The Superintendent or designate will review the log at least annually and may recommend procedural or training adjustments.

References: School Act (BC) BC Human Rights Code, Freedom of Information and Protection of Privacy Act (FIPPA), Youth Criminal Justice Act (YCJA), Criminal Code of Canada, BC Police Act

Relevant related AP's: 82, 104, 117, 345, 352, 353

AP 193 – Appendix A – Information Sharing with Law Enforcement – Reporting Log (Confidential)

AP 193 – Appendix B – Administrator Decision Tree: Information Sharing with Police

Adopted: April 28, 2026

Revised: