



POLICIES AND PROCEDURES

POLICY: Protection of Privacy

SECTION A: General Policies & Procedures

SUB-SECTION: General

Date Approved: June 11, 2013

Dates of Amendment:

Cross Reference: Freedom of Information, Requests for Information from Catholic School Councils, Requests for Information from Catholic Parishes, Records Management, Parental Access to Student Information

P O L I C Y :

1. The Board is committed to the protection of privacy and recognizes that all employees are responsible for the protection of personal, confidential, and sensitive information entrusted to them.
2. The Board recognizes its responsibility to raise awareness on matters of public trust and confidence with respect to privacy.
3. The Board acknowledges that a privacy culture needs to be embedded into daily practices to support the needs and expectations of parents, students, and staff with respect to information security and the protection of personal information.
4. The Board recognizes its responsibility to provide a privacy training strategy for all employees.
5. The Board recognizes the importance of establishing a protocol to respond when there has been a potential breach of privacy.

A D M I N I S T R A T I V E P R O C E D U R E S :

1. In order to raise privacy and protection awareness among all employees the Board will establish a Privacy and Information Management Committee. The Committee will regularly review policies, procedures and investigate new strategies related to privacy.

