



1.0 POLICY

- 1.1 The Board believes that students, parents or staff members provide their personal information to the division trusting that the division will use it only as necessary to carry out the division's mandate. The security of personal information is compromised when the information is stored on portable information devices or when the information is transported to and from work and home.
- 1.2 The Board also believes that all division records created by staff in the course of their work are subject to the *Freedom of Information and Protection of Privacy Act* and are under the custody and or control of the division at all times. The FOIP Act establishes the legislated requirements for the protection of personal information. The orders and other decisions of the Information and Privacy Commissioner provide guidance to public bodies on the requirements of the Act.

References:	Policy(s):	E/IV/01 Personnel Records F/III/01 Student Records Management G/I/05 Student Placement
	<i>Admin Practice(s):</i>	<i>SS 5 - Student Records Management Information and Technology Management #: 1, 2, 4, 6, 7, 8, 9, 10, 11 Information and Technology Management Exhibit: 1 & 2</i>
	<i>Board Regulation:</i>	<i>Administration 1, Security of Personal and Division Information</i>
	<i>School Act:</i>	<i>Freedom of Information and Protection of Privacy Act</i>