



PROTECTION OF PRIVACY POLICY

Policy Type: Administrative
Applies To: All Staff, Students
Approved By: Lead Principal
Policy Reviewed: every 2 years
Adopted: 2018
Revisions: 2022

PURPOSE:

The British Columbia Personal Information Protection Act sets the rules by which Maple Ridge Christian School can collect, use and disclose personal information from students, parents, volunteers and/or employees. The Personal Information Protection Act also requires Maple Ridge Christian School to protect and secure personal information against unauthorized use or disclosure.

DEFINITIONS:

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

PROCEDURES:

The British Columbia Personal Information Protection Act is the definitive resource and reference for matters of privacy at Maple Ridge Christian School (MRCS). 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.

MRCS shall operate within all guidelines and regulations set out in the Protection Act.

The collection, use and protection of personal information under the control of MRCS shall operate under the ten privacy principles:

1. Accountability for the policy through the appointment of the Privacy Officer



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2. Identify purposes for the collection and use of information
 3. Consent shall be obtained for the collection, use and disclosure of personal information
 4. Collection shall be limited to necessary information only
 5. Use, disclose and retain information only for the purposes for which it was collected
 6. Accuracy of information will be maintained and updated as changes are identified
 7. Personal information will be kept secure
 8. Be open and transparent with practices and procedures as well as addressing inquiries
 9. Provide individual access to personal information that has been collected about that individual
 10. Implement the Dispute Resolution process for any complaint that may arise

Consent – Admissions and Enrollment

MRCS 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 ensure Ministry of Educations requirements are met and operate the school society and the school property.

MRCS collects and may use or disclose admissions application 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.

Information collected may be used to:

1. Communicate with parents, guardians and students in order to process applications and provide students with the educational services and curricular programs offered
2. Enable MRCS to successfully perform its administrative functions in the operation of the school
3. Provide health, psychological or legal information in providing certain specialized services or as adjunct information in delivering educational services



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4. Create a school directory
 5. Maintain contact with alumni and their families

Disclosure of Information

MRCS may use or disclose information it has collected to others:

1. In connection with the purpose for which the information was originally collected including, but not limited to government agencies and departments, payroll outsources, insurance companies and advisors or agents to MRCS
2. As consented to by the individual
3. As required or permitted by law
 - a. As per the Student Record Order, student information can be shared without parental consent for the deliver of health services, social services, or other support services

Agreements

MRCS Privacy Policy may be supplemented or modified by agreements entered into between the school society and an individual from time to time.

Parents/Guardians shall complete and sign a PIPA form upon enrollment of students.
The form includes:

1. Outline of the general nature of the school's information collection, use and disclosure policy
2. Identify other possible external organizations that may have access to limited student information
3. Identify photograph and student image use at MRCS
4. Inclusion in the school directory



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5. Instructions on Revocation of Consent for personal information, student images or publication in the directory

RESPONSIBILITIES:

MRCS is responsible for maintaining and protecting personal information under its control. The Lead Principal is deemed to be the Privacy Officer.

The 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.

Should a matter of privacy or a breach in the MRCS Privacy Policy be identified by any employee, volunteer, parent or student, they must bring it to the attention of the Privacy Officer for follow up.

Questions, concerns and complaints about privacy, confidentiality and personal information should be directed to the MRCS Privacy Officer.

REFERENCES: