



Policy: Privacy Policy

Policy Number: AJ

Policy Type: Foundation and Basic Commitments

POLICY

Hanover School Division is committed to the principles of access to information and the protection of privacy as they are outlined within the Freedom of Information and Protection of Privacy Act (FIPPA), Personal Health Information Act (PHIA), and other applicable provincial/federal privacy legislation.

PURPOSE

The purpose of the privacy policy is to ensure, as far as is reasonable and practicable, that the collection, use, disclosure, retention, disposition, and security of personal information and personal health information by the school division is done in compliance with requirements under legislation.

GUIDELINES

- The Division and its schools are required to meet certain obligations regarding the collection, use, retention and destruction of any personal information or personal health information collected under FIPPA or PHIA legislation.
- Under the Public Schools Act, every school division in Manitoba shall establish procedures to collect, store, retrieve and use the information on each student registered in the Division. All such information shall be the property of the Division.
- The purpose of collecting students' personal information shall relate to the provision of educational programs and services to support the student's educational progress.
- In accordance with the Public Schools Act (PSA) (Section 42.1) and Manitoba Pupil File Guidelines, each student shall have a pupil file that includes a record of a student's attendance, academic achievement, and other related matters in the possession or control of a school board.
- The collection, use, protection, retention and disclosure of information contained in the pupil file shall be in accordance with the provisions of the Freedom of Information and Protection of Personal Privacy Act (FIPPA), Personal Health Information Act (PHIA), Youth Criminal Justice Act, and the Protecting and Supporting Children (Information Sharing) Act.
- Personal information collected from Hanover School Division employees will only be used for administrative and employment-related purposes.
- The Hanover School Division shall preserve the confidentiality of all student and employee records.

Date Policy Created:	May 5, 2022
Date of last Review:	June 30, 2022
Reference(s):	Freedom of Information and Protection of Privacy Act The Personal Health Information Act
Related Forms:	