

## 5.15

### **PRIVACY POLICY**

Daajing Giids Youth Education Society is committed to ensuring the privacy of all our students and employees. This document explains our collection and use of personal information. The school is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation.

#### **Collection of Personal Information**

Daajing Giids Youth Education Society does not collect personal information about individuals without their knowledge. Personal information may be requested when you engage in any school activities:

- Registration for Enrollment
- Employment or Volunteering with the Living & Learning School
- Health Information for School field trip safety kits
- Collaboration with Partner Organizations (i.e. Public or Skidegate health Authorities)

#### **Use of Personal Information**

When you submit information with forms it is used only for the purpose stated at the time of collection. It will not be released to third parties without parental or, in the case of employees, personal consent, unless its use, disclosure or retention is required or permitted by law.

When you enroll with or are employed by the Daajing Giids Youth Education Society, we will request your email address as a unique identifier. You will receive the following types of communication through your email:

- Announcements of school events
- Classroom updates
- Specific updates about your child
- In the case of employees; direction and information from administration, which includes the Board of Directors

Photos may be used for school advertising purposes &/or on our website, Facebook page, and in publications of the Living & Learning School / Daajing Giids Youth Education Society. Parents have the option to opt out of photos.

When an employee provides banking information that obtains an account, personally identifiable information is stored to provide individual access to the account. No information collected is shared with any other party or used for any purpose other than to insure the privacy of your account.

#### **Security**

The Living and Learning School takes reasonable precautions to protect employee and student personal information. When you submit information, it is protected both online and

off-line.

When personal information is stored electronically, the school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel.

We also take precautions to protect user information off-line. All information is restricted to authorized employees. Only employees who need the information to perform a specific task, for example, Board members, administrator or school finance department representatives are granted access to personal information.

School Permanent Record Cards are stored within a fireproof, locked box within the school office and are accessible only to teaching and administrative staff.

In the event that a student is asked to leave the school, if parents are not in agreement with the decision or feel that the decision was unfair then the Board will confirm that all steps in this school policy were appropriately followed.

If parents have questions or concerns related to this policy, they may contact the school Principal who acts as the Privacy and Information Sharing Officer. The Privacy and Information Sharing Officer's role is to ensure that the school follows the rules of the Personal information Protection Act of BC.