

## Wallaceburg Christian School Society - Board Policy Manual

Section: Teachers  
Subject: 701-Personal Information Protection

Subsection: Privacy  
Effective: March 2004

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### Employee Privacy Policy

#### A. Policy Statement

Wallaceburg Christian School respects the right to privacy and is committed to upholding the confidentiality and security of personal information. We have developed practices to ensure this commitment is carried out in a responsible manner.

WCS collects, retains and discloses certain personal information in order to provide the best Christian education possible. To protect your privacy we are committed to honouring the following principles:

#### B. Definitions

“personal information” is defined very broadly as “any information about an identifiable individual except the name, title, business address and business phone number of an employee.”

Personal information therefore includes an individual’s home address, gender, age, ethnic origin, race, ID numbers, financial and credit information, personal health information, consumer preference information, religious affiliation, donation history, personal habits, personal interests and personal history

#### C. Ten Privacy Principals:

##### 1. Accountability

At WCS the principal is the privacy Officer and is responsible for implementing the privacy policy for staff, students and parental/guardian contact. This information will be kept in a locked filing cabinet in the principal’s office or will be protected by a password on office computers. With respect to parents and society members, this responsibility has been given to the board executive or designate. This information will also be locked in a secure place and password protected if in electronic format.

##### 2. Identifying Purposes

The purposes for which personal information is collected will be identified before or at the time of the collection of information.

##### 3. Consent

Based on the reasons provided for collecting personal information, each individual’s consent will be obtained for the collection and disclosure of that information.

#### **4. Limiting Collection**

Personal information collected will be limited to that which is necessary for the purposes identified.

#### **5. Limiting use, disclosure and retention**

Personal information will only be used and disclosed for the purposes for which it was collected and for which consent has been obtained. Personal information will only be retained for as long as is necessary for the fulfillment of these purposes.

#### **6. Accuracy**

Personal information shall be kept as accurate, complete and up-to-date as is necessary to fulfill the purposes for which it is to be used.

Student Information sheets will be kept on the shelf in the office. Donor information is kept on the administrator assistant's computer which is password protected. No one is to use that computer for any purpose other than the principal and the administrative assistant.

#### **7. Safeguards**

Personal information will be protected by appropriate safeguards to prevent unauthorized access or uses.

#### **8. Open policy**

WCS will readily make available its policies and practices regarding the protection of personal information.

#### **9. Individual Access**

An individual has the right to access files containing personal information and may challenge the accuracy and completeness of the information. Incorrect information will be promptly corrected or deleted.

#### **10. Questions and Concerns**

Please contact the principal or the board chair if you wish to discuss our policy and procedures relating to the protection of personal information.