



## **Privacy of Personal Information Policy**

### **Policy Statement**

Hope Academy 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.

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

#### **1. Accountability**

At Hope Academy, the Principal 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 the 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.

#### **7. Safeguards**

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

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

Hope Academy 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 or incomplete information will be promptly corrected or deleted.

#### **10. Questions and concerns**

Please contact the Principal (Privacy Officer) if you wish to discuss our policy and procedures relating to the protection of personal information.

#### **Definition:**

“Personal information” is defined very broadly in the *PIPEDA* 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 affiliations, donation history, travel history, personal habits, personal interests, and personal history. (From *Fasken Martineau Client Notice* – April 2003.)

*Personal Information Protection and Electronic Documents Act (PIPEDA) 2*