

POLICY for SCHOOL COUNCIL

PERSONAL INFORMATION PROTECTION ACT (PIPA)

POLICY

The _____ Coalbanks _____ School Council shall use all reasonable means to comply with the Personal Information Protection Act (PIPA).

GUIDELINES

1. The school council shall designate a person responsible for personal information.

(The school council designate shall be responsible for responding to questions about personal information - ensuring all personal information is accurate, protected from unauthorized access and destroyed once it is no longer needed)
2. The school council shall collect only personal information that is required to fulfill its role as a school council to communicate with parents or guardians of students enrolled at the school.
3. The school council shall indicate the purpose for which the information is being collected and how it will be used when acquiring consent.
4. Personal information shall be used only for the purpose stated when it was collected unless consent is obtained for an alternative use.
5. The school council shall disclose an individual's personal information, held by the school council, to that individual upon request.
6. The school council shall ensure that all personal information is accurate, protected from unauthorized access, and destroyed safely once it is no longer needed.

More information relating to School Councils and PIPA may be found on the ASCA website <http://www.albertaschoolcouncils.ca/?page=Links>

