

As a local public body, Elk Island Public Schools (EIPS) is subject to the *Freedom of Information and Protection of Privacy (FOIP) Act*. EIPS respects your privacy and is committed to protecting the personal information you share with us.

The FOIP Act is designed to ensure that:

EIPS provides the public with access to information while protecting individual (personal) privacy.

The Five Basic Principles of FOIP are:

- The public has a right to access records held by EIPS, subject to some exceptions.
- EIPS must collect, use, protect, and disclose personal information in accordance with the *FOIP Act*.
- You have the right to access information about yourself, subject to some exceptions.
- You have the right to request a correction to your personal information if it is not accurate.
- You have the right to an independent review of the decisions made by EIPS under the *FOIP Act*.

Accessing Records

EIPS has always made information available to students, parents/guardians, employees, and the public. Most information can be obtained outside of the *FOIP Act* by asking the school or department in charge directly.

The *FOIP Act* is complementary to and does not replace existing procedures for obtaining information held by EIPS. However, any routine disclosure of personal information by EIPS must comply with *FOIP Act*.

Documents Already Available

The District Education Plan (DEP), budget, audited financial statement, minutes of Board of Trustees meetings, policies, and district provincial achievement test (PAT) and diploma exam results are all examples of public documents.

These documents and other district-level information are available on the website and in our reading area at:

Elk Island Public Schools

683 Wye Road, Sherwood Park, Alberta

Call 780-464-3477 (EIPS) for information about the hours the reading area is open. School-level information is available at each school.

Collecting and using personal information

When we collect information about you, we will explain how we intend to use it. We will limit the information we collect to what we need for those purposes, and we will use it only for those purposes. We will obtain your consent if we wish to use your information for any other purpose that is not consistent with the purpose for which it was originally collected.

If you choose to provide us with personal information in an e-mail or by filling out a form and submitting it to us through our website, we will use that information to respond to your message and to help us get the information you have requested.

Protection of Privacy

You have the right to privacy. Your personal information includes such things as your name, address, age, gender, educational history, and student or employee ID number.

All the personal information provided to EIPS, whether on a student registration form or in another format, is considered private, is treated with confidentiality, and is kept secure. Only the staff who require the information to do their job will have access to your personal information. In circumstances defined by the *FOIP Act*, EIPS may be obligated to provide personal information to another organization.

The last page of the Registration and Student Information Form explains and addresses how the personal information you provide will be used in EIPS to continue numerous activities that support

student learning. This information should be read carefully by the parent/guardian at the time of registration.

The following two policies govern the administration of the *FOIP Act* in EIPS:

CNA – Freedom of Information and Protection of Privacy (FOIP) (link to policy online)

CNB – Publishing Personal Information, Schools and Central Services (link to policy online)

Releasing your Information

We will only release your personal information to third parties in limited circumstances authorized under section 17(2) and 40 of the *FOIP Act*. Some of these circumstances are:

- where we have your written consent, or
- to those departments within EIPS who assist us in serving you, or
- where we are required or permitted to do so by law.

We give a limited amount of information, only as necessary, in support of these limited circumstances.

The Right to Review your Personal Information

We will give you access to the information we retain about you upon written request. If you require other information, simply contact the appropriate school or department. We will ask you specific details such as your name and address in order to assist you with your request.

Keeping Personal Information Accurate

We make every reasonable effort to keep your personal information accurate and up-to-date. You can help by keeping us informed of any changes: for example, if you have a new address or telephone number. If you find any errors in the personal information we hold about you, please let us know so we can correct the errors immediately.

Making a FOIP Request

Please contact the school or department directly to request information before making a formal FOIP request. A FOIP request is considered the last alternative in the acquisition of information.

If the requested information is withheld and the explanation for why it is being withheld is unsatisfactory, a request can be made under the *FOIP Act*.

FOIP requests are made in writing to the FOIP Coordinator. The Request for Access to Information form is available from the FOIP Coordinator.

An applicant has the right to formally request information or escalate the complaint to the Office of the Information and Privacy Commissioner (OIPC). An individual may contact the OIPC with questions or concerns at any time, either prior to or during the process.

Office of the Information and Privacy Commissioner (Edmonton)

410, 9925 - 109 Street

Edmonton, Alberta

T5K 2J8

Phone: (780) 422-6860

Toll Free: 1-888-878-4044

Fax: (780) 422-5682

Email: generalinfo@oipc.ab.ca

Please note the Information and Privacy Commissioner does not accept requests for review or complaints via email at this time.

Who Can Answer Questions about Privacy

To discuss any privacy concerns not addressed in this privacy and security statement, please contact our FOIP Coordinator.

FOIP Coordinator

Elk Island Public Schools

683 Wye Road

Sherwood Park, Alberta, T8B 1N2

Telephone: 780-417-8204

Fax: 780-417-8181