



Regina Catholic Schools

THE BOARD OF EDUCATION OF THE REGINA ROMAN CATHOLIC SEPARATE SCHOOL DIVISION NO. 81

Vicky Bonnell
Chair

Rob Currie
Director of Education

Information about our Privacy Policy For Parents and Guardians

The Regina Catholic School Division respects the rights and privacy of personal information that is gathered by the school about students and their families. We are committed to protecting those rights and have put controls in place to restrict access to only those people who need the information to do their job.

The School division is subject to the provisions of *The Local Authority Freedom of Information and Protection of Privacy Act*. (LAFOIP)

What kinds of personal information does the school collect?

The board needs to know basic information about names and addresses, phone numbers, ages, birth-dates and so on. It also needs to collect information about any medical conditions that might affect your child. All the information that is created concerning your child's education is considered personal information. This will include tests, assessments, report cards, and reports from professionals such as psychologists and language pathologists.

What does the school do with this information?

The Board of Education shares this information with those of its employees who need it in order to do their jobs. This will usually include the child's teacher and the principal. In some cases a teacher-aide or other in-school staff will also need to know specific information. If consultants or other professions such as community workers are involved in the educational program of your child the information will also be shared with them if necessary.

Is the personal information secure?

The Board takes all reasonable precautions to ensure that personal information is kept safe from loss, unauthorized access or disclosure. This includes secure storage, restricted file access, internal passwords and security policies.

Does the school ever share information about my child with other agencies?

In most cases we will specifically ask you to consent if we disclose personal information about your child. Under some circumstances the school will provide information to the Ministry of Education that is required by law or regulation. The Board will also provide minimal information such as name, birth-date, address and phone number to Saskatchewan Health in order to ensure that your child has the opportunity to access

benefits or programs offered. In some cases legislation or court orders might require schools to provide information about a child in specific circumstances.

How can I see the information that is collected about my child?

There are two ways this can be done:

1. *Informal process* – Speak to the Principal of the school. In most cases the Principal will be able to arrange for you to view your child's file. The Principal will probably also be able to let you have copies of any document on the file, though you may have to pay the cost of photocopying.
2. *Formal process* – Fill out an application form under LAFOIP. There is a fee of \$25.00 and the Board has 30 days to respond to your request. This process will more likely be required for unusual situations such as when there is a family dispute or if it is unclear who should be able to access the information.

Can the school deny me access to information about my child?

In some circumstances access may be denied – for example, if documents contain confidential information about other parties, or a parent does not have custody or access to the child, or in situations where access to certain information would unreasonably interfere with the student's privacy rights.

What if there is something on the file that I disagree with?

If you think there is incorrect information on the file you should notify the Principal, in writing, of the error or omission. The file will either be amended or your request for amendment will be placed on the file.

Where can I get more information?

You can get copies of the Board policy on freedom of information by calling 791-7200, or writing Brian Lach, Regina Catholic Schools, 2160 Cameron Street, Regina SK S4T 2V6, or checking our website www.rcsd.ca

Further information on LAFOIP can be found at the website of the Office of the Privacy Commissioner at www.oipc.sk.ca/