

**PERSONAL INFORMATION PRIVACY POLICY**Policy and Procedures 107

Rationale:

Safeguarding personal information of parents, students and staff is a responsibility of the Catholic Independent Schools.

Policy:

CISPG will meet or exceed the privacy standards established by British Columbia's [Personal Information Protection Act \(PIPA\)](#).

Procedures:

1. In pursuit of this objective Catholic Schools in the Diocese of Prince George will maintain policies which conform to the requirements of PIPA.
2. Catholic Schools in the Diocese of Prince George will develop privacy policies based on the model policies prepared by the [Federation of Independent Schools Association \(FISA\)](#).
 - 2.1. 'Personal Information Privacy Policy for Parents and Students'.
 - 2.2. 'Personal Information Privacy Policy for Employees and Volunteers'.
3. In developing school-based Privacy Policies, schools may insert school specific information in the designated places as follows:
4. **Access to Policy**
 - 4.1. A copy of the School's Personal Information Privacy Policy should be distributed to all members of staff and volunteers.
 - 4.2. A copy of the School's Personal Information Privacy Policy should be made available to parents who request a copy.
 - 4.3. A copy of both above policies should be filed with the CISPG Office.
5. **Individual School Policy**
 - 5.1. When individual school booklets have been completed, a copy of both the Parent/Student booklet and the Employees/Volunteers booklet will be submitted to the CISPG Office.
6. **Privacy Officer Appointment**
 - 6.1 Principals are the designated Privacy Officer in the schools.
Superintendent of CISPG is the designated Privacy Officer at the Authority level.

References:	Date: August 2023
	Revisions: