

Policy 2.14

Category: Governance and Operations

Freedom of Information and Protection of Privacy

BACKGROUND

The CAPE Charter Board believes that access to information is a right of the general public and this right must be balanced by appropriate protection of privacy of personal information.

POLICY STATEMENT

The CAPE Charter Board is required to comply with, support, and live by the principles of access to information and the protection of privacy addressed by the Freedom of Information and Protection of Privacy Act. These principles include the access to records; protection of personal privacy; access to information about oneself; correcting erroneous information; and the independent review of decisions.

DEFINITIONS:

1. Personal Information - recorded information about an identifiable individual, including but not limited to an individual's name, home or business address or home or business telephone number, race, national or ethnic origin, colour or religious or political beliefs, fingerprints, blood type, genetic information, inheritable characteristics, health and health care history, including information about a physical or mental disability, educational, financial, employment or criminal history, including criminal records where a pardon has been given.
3. **Record** - information in any form and includes notes, images, audiovisual recordings, x-rays, books, documents, maps, drawings, photographs, letters, vouchers and papers and any other information that is written, photographed, recorded or stored in any manner, but does not include software or any mechanism that produces records.
4. **Independent Review** - a review of a situation or system is its formal examination by people in authority.

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GUIDELINES

5. All CAPE Charter Board policies, guidelines, regulations and information request(s) procedures shall be consistent with the FOIP Act, and the related Regulations of the Province of Alberta.
6. The CAPE Charter Board shall allow an individual the right of access to their own personal information, and for that individual to study records in the CAPE Charter Board's custody or control subject only to those limited and specific exceptions stated in the *Education Act* or the *FOIP Act*.
7. The CAPE school registration package contains information of a private and personal nature, which is routinely treated as confidential.
8. CAPE compiles lists (ex: family list, student list, class list) for operational purposes. These are treated as confidential but are released to members of the School Council Executive for its operational use (ex: phoning tree, distribution and collection of surveys). Alberta Education, as well as the local Health Unit, also routinely request information.
9. CAPE publishes lists of student achievements, of volunteers, of guest speakers, etc., displays pictures as well as student work on the walls of the school, and compiles newsletters containing pictures of activities, as well as student work. Visitors are routinely in the school classrooms. Guest lectures are extensively involved in school programs and may take pictures or videos for their own use. The news media is also a frequent visitor conducting interviews and taking pictures and audiovisual taping.
10. Through the registration process every parent/guardian is requested to provide written consent for their child(ren) to take part in any or all of the activities noted in Guidelines number 8 and 9 above.
11. The Principal is designated the Coordinator for the purpose of the Freedom of Information and Protection of Privacy Act and is responsible for the overall management of access to information and the protection of privacy.
12. All documents are routinely reviewed by the FOIP coordinator to ensure compliance with the FOIP Act.
13. The CAPE Charter Board acknowledges the right of parents/guardians/students to privacy, and the role of the CAPE Charter Board to protect such privacy. The CAPE Charter Board therefore is fully committed to the monitoring of Internet and social network sites and to intervention, if required. The Principal or a designate will monitor of social networking sites, and will request the removal from such sites of any material relating to CAPE parents, students, staff and/or school activities which may be deemed inappropriate or posted without consent.

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References:

Education Act and related Regulations

FOIP

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