



The Edmonton Catholic Separate School District No. 7 shall make available to students, parents, staff members, and the public information on the activities of the district, its policies, its programs and any other topic of interest, provided there is not an issue of privacy involved.

The Edmonton Catholic Separate School District No. 7 shall collect and retain information for a variety of purposes essential to its effective and efficient operation. These purposes shall be balanced carefully with the interests of individuals with respect to their own information and privacy.

Definitions:

A use or disclosure of personal information is consistent with the purpose for which the information was collected or compiled if the use or disclosure

- has a reasonable and direct connection to the purpose, and
• is necessary for performing a statutory duty of the district or for operating a legally authorized program of the district.

FOIP Coordinator is the person responsible for the overall management of the freedom of information and protection of privacy function in the Edmonton Catholic Separate School District No. 7.

Personal information means recorded information about an identifiable individual, including the

- individual's name, home or business address, or home or business telephone number;
• individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
• individual's age, gender, marital status, or family status;
• identifying number, symbol, or other particular assigned to the individual;
• individual's fingerprints, blood type, or inheritable characteristics;
• information about the individual's health and health care history, including information about a physical or mental disability;
• information about the individual's educational, financial, employment, or criminal history, including criminal records where a pardon has been given;
• opinion of anyone else about the individual; and
• individual's personal views or opinions, except if they are about someone else.

Record means a record of information in any form and includes 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.

Resource: FOIPP and Technology Best Practices for Alberta School Jurisdictions

Forms: Registration Addendum – Elementary/Junior High School
Registration Addendum – Senior High School

Table with 2 columns: Reference and Approved. Reference includes Board Governance Policy EL# 4, School Act Section 75, Alberta Education Policy 3.2.5, FOIP Section 1, 6, 7, 33, 34, 35, 36, 38, 39, 40, 88, 89. Approved includes signature of J. Carr and Date Approved: April 3, 2000. Cross-reference: AP 101, 102, 112, 124, 125, 127, 204, 205. Date(s) Revised: June 12, 2002; March 15, 2005.