

# POLICY

SCHOOL DISTRICT NO. 53  
(Okanagan Similkameen)

## PUBLIC ACCESS TO INFORMATION

Reference: G-2

Revised: June 25, 2008

### PUBLIC ACCESS TO INFORMATION AND PROTECTION OF PRIVACY

The Board of Education will follow the provisions of the *Freedom of Information and Protection of Privacy Act* (hereafter referred to as the “Act”):

1. to collect, use, protect and where permitted provide access to the personal information of private individuals including students and Board employees; and
2. to govern the right of access by the public to information or records in the custody or control of the Board.

The management, safekeeping and confidentiality of such information is the responsibility of each employee as designated by the Superintendent of Schools.

The Board designates the Superintendent of Schools as the CEO of the School District for the purposes of the Act, to make operational decisions, and to issue any procedures to support the administration of the Act.

Fees charged to provide information under the Act will be assessed using the Fee Schedule set out in the Regulations of the Act.

Disposal and retention of records will be according to guidelines issued by the Ministry of Education.