

# ADMINISTRATIO 9

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"parent" means the parent, guardian, or other legal representative of a student.

"student" means a prospective, current, or past student of Island Catholic Schools.

### *Principle 1 - Accountability*

Catholic Independent Schools, Diocese of Victoria is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the CISDV designates (an) individual(s) who is(are) accountable for each of the school's compliance with the *Ten Privacy Principles*. This individual is the *Privacy Officer* of the school.

You may contact our Privacy Officer as follows:

Catholic Independent Schools, Diocese of Victoria	Superintendent
St. Joseph's School, Victoria	Principal
St. Patrick's School	Principal
St. Andrew's Regional High School	Principal
Queen of Angels School, Duncan	Principal
St. John Paul II	Principal

### *Principle 2 - Identifying Purposes*

Catholic Independent Schools Diocese of Victoria will, before or at the time personal information is collected, identify the purposes for which the information is collected, used and disclosed.

#### *What Information is Collected?*

Catholic Independent Schools Diocese of Victoria collects and uses personal information to provide students with the best possible educational services enunciated by the Mission statement of the school. Most of the information the school collects comes to the school directly from parents and students or is information regarding the student's school activities, performance or behaviour,







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- Ø health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services.

If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds.

Catholic Independent Schools Diocese of Victoria may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve our school.

When May Information be Disclosed?

Catholic Independent Schools Diocese of Victoria may disclose an individual's personal information to others in connection with the purpose for which it was







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third party to which it has disclosed the information during the preceding year.

*Principle 7 – Safeguarding Personal Information*

Catholic Independent Schools Diocese of Victoria will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

The School's Employees

In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about students but not your account with the school.

Employees are appropriately educated about the importance of privacy and they are required to follow the school's policies and procedures regarding handling of personal information.

Student Files

Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, counselors, secretaries, etc.) who, by nature of their work, are required to see them.

Electronic Security

The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.







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### Questions, Concerns and Complaints

Questions, concerns, and complaints about privacy, confidentiality and personal information handling policies and practices of the school should be directed to the school's Privacy Officer by calling the school office. If necessary, individuals will be referred to use the school's complaint procedure and appeals policies.
