

NANAIMO LADYSMITH PUBLIC SCHOOLS
BUSINESS COMMITTEE
PUBLIC MEETING
ACTION SHEET

DATE: May 24, 2023
TO: Board of Education
FROM: Mark Walsh, Secretary-Treasurer
SUBJECT: Privacy Policy

Recommendation:

That the Board of Education of School District No. 68 (Nanaimo-Ladysmith) adopt the Privacy Policy.

Background:

On March 29, 2023, the Board of Education passed the following motion:

The Board of Education of School District No. 68 (Nanaimo-Ladysmith) receive the Draft Privacy Management Program Policy and circulate as a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development.

Section 36.2 of the Freedom of Information and Protection of Privacy Act (FIPPA) requires each public body to develop a privacy management program (PMP). A PMP is an evolving set of policies, procedures and tools developed by a public body to enable systematic privacy protection throughout the personal information lifecycle.

The head of a public body must develop a privacy management program for the public body and must do so in accordance with the directions of the minister responsible for this Act. In December 2022, the Province of B.C. released this [document](#) which provides guidance for all public bodies to follow.

This Action Sheet will show that there was no community feedback on the Policy and provide a brief reminder of the content of the Policy for the Board's final consideration.

Discussion:

At the March 8, 2023, Business Committee meeting, the Executive Director of Communications presented the district's new *Privacy Management Program* (PMP). As of February 1, 2023, B.C.'s Freedom of Information and Protection of Privacy Act (FIPPA) requires all public bodies to develop a PMP in accordance with mandatory PMP directions issued by the Minister of Citizens' Services. The district's plan has been posted under the Information and Privacy [webpage](#).

The components each public body is expected to include in their PMP are:

1. Designating a privacy contact person
2. Privacy Impact Assessments and Information Sharing Agreements
3. Privacy complaints and privacy breaches
4. Privacy awareness and education activities
5. Making privacy practices and policies available
6. Informing service providers of privacy obligations
7. Monitoring and updating

As such Nanaimo Ladysmith Public Schools has created the following DRAFT policy and administrative procedures as it relates to a PMP:

- 3.10 Privacy Policy
- AP 533 Personal Information Management Program
- AP 534 Privacy Impact Assessments
- AP 535 Critical Incident and Privacy Breach

In addition to the draft policy and procedures above, the school district currently has the following established privacy related APs:

- Administrative Procedure 208 – FIPPA Designation of Head
- Administrative Procedure 209 – FIPPA Fee Schedule
- Administrative Procedure 519 – Retention and Destruction of Records
- Administrative Procedure 334 – Student’s Personal Records
- Administrative Procedure 335 – Student and Employee Personal Privacy on the Internet
- Administrative Procedure 418 – Employee Records

Community Engagement Plan

Utilize the community engagement webpage and include background information with instructions on how to participate during the consultation period: <https://www.sd68.bc.ca/board/community-engagement/>

Information on the community engagement period will be:

- Emailed to all district staff via district email
- Emailed to all families via School Messenger platform
- Posted in district news
- Shared on social media (Facebook, Twitter and Instagram)

The consultation period began on March 30, 2023. The community had until April 30, 2023, to provide feedback by emailing consultation@sd68.bc.ca.

Timeline

- Thursday, March 30, 2023
 - Email to families
 - District news for staff
 - Social media posts
- Thursday, April 13, 2023
 - District news for staff

Messaging

Website:

Policy 3.10 - Privacy

The Board of Education seeks feedback on *Board Governance Policy 3.10 – Privacy* through a notice of motion for 30 days, utilizing the consultation process as per Board Governance, Section 1, 2.7 – Policy Development. Please provide [feedback via email](#) by April 30, 2023.

Email to staff and families:

The Board of Education is seeking feedback on draft Board Governance Policy 3.10 – Privacy. Information on how to participate can be found on the [district website](#). Thank you/hay ch q'a/Merci

Facebook/Twitter:

The Board of Education is seeking feedback on the draft Privacy Policy. You have until April 30, 2023, to share your feedback. More info: <https://www.sd68.bc.ca/board/community-engagement/>

Appendix:

Appendix A: Draft Privacy Policy

Appendix B: March 8, 2023, Business Committee Action Sheet

