



This information is used by the School District for the purposes of establishing, managing and terminating the employment relationship and for purposes that include: recruitment, administering payroll and benefits; performance evaluation and work assignment; maintaining order and safety at school; investigating and responding to workplace incidents, and complying with the School District's legal, administrative and other requirements.

Further information about the personal information that the School District collects, uses and maintains is available in the School District's Personal Information Directory published on the school district website.

## SECURING PERSONAL INFORMATION

The School District protects personal information by ensuring security safeguards appropriate to the sensitivity of the information are in place. Such security safeguards include:

Organizational safeguards, including practices that limit internal access to and use of personal information except on a need-to-know basis, ensure appropriate staff training, and maintaining regular review of privacy practice and programs;

Physical safeguards, including practices that ensure that information is secure (i.e., locked cabinets and facilities), and, where appropriate, establishing systems to ensure access to personal information can be tracked and audited;

Electronic safeguards, including the use of passwords; encryption; firewalls and other electronic measures designed to protected against the unauthorized collection, use and disclosure of personal information through the School District's electronic systems and networks.

## RETENTION

Personal information will be retained only for as long as necessary for fulfillment of the purposes for which it was collected, or as required or permitted by law. Any personal information that is no longer required for either administrative, financial, legal or historical purposes shall be securely destroyed in a confidential manner in accordance with School District approved record retention protocols. However, personal information will be retained for specified periods where required by law.

The Freedom of Information and Protection of Privacy Act ("FIPPA") requires that any personal information that is used by the School District for deciding that directly affects an individual is to be retained by the School District for at least one year after being used.

## EXPECTATIONS OF STAFF

The management and safekeeping of the personal information maintained by the School District is the responsibility of all staff, all of whom are expected to act consistently with the requirements of School District policies, this procedure and FIPPA. Staff acting inconsistently or in violation of these requirements may face disciplinary consequences, up to and including dismissal.

