

GBJB: PERSONNEL INFORMATION – PRIVATE AND PUBLIC

Policy Statement

The Eastern School Board shall be accountable to the public and protect personal privacy by adhering to legislated and legal requirements as outlined by The Schools Act (1997), The Access to Information and Protection of Privacy Act (2002), and The Charter of Rights and Freedoms.

Rationale

Eastern School Board recognizes its moral, ethical, and legal responsibility and necessity of managing personnel information in a sound manner that demonstrates respect for the inherent dignity, worth, rights, freedoms and privileges of the individual. The Eastern School Board also recognizes the practical necessity and the significance of establishing and maintaining a comprehensive records management system that conforms to the provisions of the Schools Act (1997) and The Freedom of Information and Protection of Privacy Act for the province of Newfoundland and Labrador.

The primary objective of this policy is to:

1. give individuals the right of access to, and the right to request correction of, personal information about themselves;
2. give the public a right of access to records that they are entitled to have access to;
3. prevent the unauthorized collection, use or disclosure of personal information.

Scope

This policy applies to all personnel and students under the jurisdiction of the Eastern School Board and to all persons requesting access to information.

Procedure

The development of administrative regulations regarding personnel information will be the responsibility of the CEO/Director of Education or his/her designate. The administrative regulations will be reviewed annually by the CEO/Director in consultation with the Administrative Council and the Regional Administrative Councils.