

PIPA (Personal Information Protection Act) Policy

Policy Purpose

The purpose of this policy is to protect the privacy of personal information collected, used, and disclosed by the Heritage Christian Education Society Calgary (HCEC) in accordance with the Alberta Personal Information Protection Act (PIPA). This policy applies to all personal information collected, used, or disclosed by HCEC in the course of its operations.

Roles and Responsibilities

1. Collection of Personal Information - HCEC will only collect personal information that is necessary for the operation of the school and will obtain the individual's consent before collecting the information. Personal information collected by HCEC may include but is not limited to:
 - a. Student records including health records, academic records, and disciplinary records
 - b. Parent and guardian contact information
 - c. Staff records including resumes, employment history, and criminal background checks
 - d. Volunteer records including criminal background checks and contact information
2. Use and Disclosure of Personal Information - HCEC will use personal information solely for the purpose for which it was collected or for a consistent purpose as permitted by PIPA. HCEC may disclose personal information to the Palliser School Division as required for educational purposes. Personal information may also be disclosed to the following parties:
 - a. Staff members who require access to the information in the course of their duties
 - b. Government or regulatory bodies as required by law
 - c. Service providers such as IT vendors and payment processors who require access to the information to provide services to HCEC
 - d. Health care professionals in the event of a medical emergency
3. Accuracy and Retention of Personal Information - HCEC will take reasonable steps to ensure that personal information is accurate and up-to-date. Individuals have the right to request access to and correction of their personal information held by HCEC.
4. HCEC will retain personal information only as long as necessary to fulfill the purposes for which it was collected or as required by law.
5. Security of Personal Information - HCEC will take reasonable steps to protect personal information from unauthorized access, use, or disclosure. This includes physical, organizational, and technological security measures.
6. Consent - HCEC will obtain consent from individuals before collecting, using, or disclosing their personal information. Consent may be expressed or implied depending on the circumstances. Individuals have the right to withdraw their consent at any time, subject to legal or contractual restrictions.

Procedures

1. Complaints and Inquiries: Any inquiries or complaints about HCEC's handling of personal information should be directed to the Executive Director. HCEC will investigate and respond to all complaints and inquiries in a timely manner.
2. Review and Revision: This policy will be reviewed and updated on a regular basis to ensure that it remains current and effective in protecting the privacy of personal information in accordance with PIPA.

3. By enrolling in the Heritage Christian Education Society Calgary, individuals are acknowledging that they have read and understood this policy and consent to the collection, use, and disclosure of their personal information by HCESC in accordance with this policy, including the sharing of information with the Palliser School Division.

Approved By	Executive Director
Date of Approval	March 26, 2023
Effective From	April 3,2023