Personal Information and Privacy Policy for students and Parents/Guardians
for

Pattison High School
981 Nelson Street
Vancouver, BC
V6Z 3B6

New Draft Date: July, 2026

PATTISON HIGH SCHOOL

We don't teach a class, we teach individual students in a class

Rationale:

Safeguarding the personal information of parents/guardians and students is of fundamental importance to the School. The School is committed to meeting the privacy standards established by applicable privacy laws, including the BC *Personal Information Protection Act* and other applicable legislation.

This policy outlines the School's policies and practices regarding the collection, use, disclosure, and protection of personal information, including the steps the School will take to ensure such information is handled appropriately and securely.

Scope:

This policy applies to all employees, contractors, and volunteers of the School ("Staff"). All Staff are to recognize the importance of privacy in relation to personal information the School receives and maintains about students, their parents/guardians, and family members.

Policy:

The School is committed to meeting or exceeding the privacy standards established by the BC *Personal Information Protection Act* (PIPA) and any other applicable legislation.

All staff of the School are expected to protect the personal information of students and parents/guardians by following the procedures outlined in this document.

Definitions:

Mature Minor – for school purposes as it relates to this policy, is a minor over the age of 14 and under the age of 19 who demonstrates capacity to understand the information and the consequences of a decision.

Personal information - refers to any information about an identifiable individual that is collected, used, disclosed, or processed by the School in connection with its services, operations or administration, and includes information about the School's past, present, and prospective students and their parents/guardians and family members. Examples of personal information include name, grade, contact information, educational history, and individual financial information.

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

Privacy Breach - means the theft or loss of or the collection, use, or disclosure of Personal Information not authorized by the BC *Personal Information Protection Act* (PIPA) *and* includes cyber and ransomware attacks and other situations where there are reasonable grounds to believe that any such unauthorized activities have taken place or there is a reasonable belief that they will take place.

Student – means a prospective, current, or former student for whom the School has personal information in its control.

Privacy Officer - is the first point of contact in an organization when privacy issues arise. The person has the authority to intervene on privacy issues relating to any of the organization's operations.

Staff – For this purpose of this policy, "Staff' refers to employees, volunteers, and contracted service providers of the School.

Procedures:

The Privacy Officer appointed by the Authority/Board is the Principal.

1. ***The School's Accountability for Personal Information and Privacy***
   Maintaining the privacy and security of personal information is important to the School. The School and its Staff are accountable for the protection of the personal information within the School's control, and the School will have a Privacy Officer who is responsible for implementing the School's privacy management program and ensuring it complies with the PIPA and other applicable privacy laws.

   Anyone with questions about how the School uses, processes, manages, and protects personal information may contact the School's Privacy Officer for more information. The Privacy Officer can be reached at the School via the School's phone number (604) 608 - 8788 or email address principal@pattisonhighschool.ca

2. ***The Privacy Officer***
   The School's Privacy Officer is responsible for:
   - conducting privacy audits and self-assessments;
   - developing the School's Privacy Policy/ies;
   - implementing and maintaining the Privacy Policy/ies;
   - managing privacy training;
   - responding to requests for access to and correction of personal information; and,
   - working with the BC Privacy Commissioner in the event of an investigation.

   The Privacy Officer shall be familiar with the *Personal Information Protection Act* and the ten principles of privacy protection.

3. ***The Basis/Purpose for Which the School Collects Personal Information***
   The School collects, uses, and discloses personal information about parents/guardians or students for the following:
   a) Management Purposes
      - registration, enrollment, and transfer of students;
      - financial information for tuition or other payments, collections, and fundraising purposes;
      - to prepare and provide assessments of student performance;
      - to provide and deliver educational programs and services;
      - to accommodate students who have disabilities/diverse abilities;
      - to facilitate students in making applications to post-secondary institutions, such as by supplying transcripts;
      - to keep student and parents/guardians informed about school events and activities;
      - to communicate with parents/guardians or students and respond to inquiries or complaints;
      - for recruiting volunteers and for fund-raising activities;
      - for producing year books, class pictures and memorabilia;
      - to assess a student's eligibility for scholarships, bursaries and awards;
      - to facilitate the transfer of students to or from the School, including to support eligibility assessment and ensure a smooth transition.

   b) Investigation, Disciplinary and Compliance Purposes
      - to investigate and respond to accidents, safety events, misconduct, and similar incidents;
      - to respond to student conduct issues; and
      - to ensure compliance with applicable school policies, rules, and other laws.

   c) Safety, Well-being, and Security Purposes
      - to supervise and ensure the safety, security, and well-being of students and staff; and
      - to facilitate the provision of medical care and other services to students.

   d) Administrative Purposes

- to make all required reports and filings required by the government and other regulatory agencies; and
- for other purposes required for administrative, legal, or operational purposes,

The personal information that the School collects for the above purposes may include the following.

- name, contact information, and identity information, including documentation required to assess eligibility for funding;
- emergency contact and medical information;
- academic history information, academic performance information, and achievement information;
- information that parents/guardians supply to the School about the parent/guardian or the student's health, learning needs, or accommodations that one may require;
- information necessary to provide educational services, including in relation to the use of school facilities and equipment (e.g. computers) and participation in clubs and extra-curricular activities;
- information collected in connection with the School's security and video surveillance systems; and
- financial and payment information, where needed to process tuition and other payments, for fund-raising, and to assess eligibility for financial aid, bursaries, and scholarships.

The School may also produce and share a parent directory to facilitate communications between students and parents/guardians, but consent will be sought before contact information is included in such documents.

4. How the School Will Use and Disclose Personal Information

The School limits the personal information it collects to information that is related to and necessary in order to carry out its programs and activities or for other purposes authorized by applicable laws. The School seeks to collect personal information by fair, lawful, and transparent means, including by collecting personal information directly from the individual, except where otherwise authorized by applicable laws.

5. Who the School Shares Personal Information With

The School limits the internal and external use and sharing of personal information to what is required or authorized in the circumstances. The School only uses or discloses personal information for the purposes for which it was collected, except with the individual's consent, or as otherwise required or permitted by applicable laws.

The School may share personal information with school staff and service providers to support the delivery of services or school management and administration. The School will do so on a confidential and need-to-know basis.

When a student transfers to a new school, it is common for schools to communicate with each other in order to facilitate a smooth transition of educational services. Parents/guardians are required to notify the School if they do not want this type of communication sharing to take place.

Some information is required by law to be disclosed to a new school regardless of parental preference (e.g., Permanent Student Record [PSR] including documents listed as inclusions, the current Student Learning Plan, if any, and the current Individual Education Plan [IEP], if any.)

Some of the School's service providers, including online service providers, may store personal information using cloud services inside or outside of Canada.

6. The Accuracy of a Person's Information

The School will make reasonable efforts to ensure that personal information is accurate and

current and may contact parents/guardians or mature students from time to time to ensure personal information is complete and up to date. The person has the right to request the correction of their personal information by contacting the School's Privacy Officer, and the School will respond to such requests in accordance with the requirements of the PIPA.

7. How Long the School Will Retain Personal Information

The School will retain personal information only to the extent required by law or needed for legal, administrative, and operational purposes. When it is no longer needed for these purposes, it will be securely destroyed.

8. How the School Will Protect Personal Information

The School is committed to protecting the personal information that it collects, uses, shares, and stores about students and parents/guardians. The School will maintain safeguards that are appropriate to the sensitivity of the personal information it collects, uses, and maintains. Such security safeguards include physical, organizational, and technological security.

9. Accessing Personal Information

Under the PIPA, a student or parent/guardian has the right to request access to their own personal information. Requests may be submitted in writing to the Privacy Officer. The School will receive and respond to such requests in accordance with the requirements of the PIPA or, where applicable, other comparable laws.

In addition, parents/guardians and students also have the right of access to their student's educational record. Such requests should be submitted in writing to the Principal and the Privacy Officer if the Principal is not the Privacy Officer.

The School reserves the right to deny access to personal information or records where permitted under applicable laws, such as where the disclosure of information may threaten someone else's safety, mental or physical health, where disclosure could be harmful to the personal privacy of a third party, or where the disclosure contains personal information of other individuals.

10. Breach Notification

The School has procedures in place to address and respond to any actual or suspected privacy breaches and will provide appropriate notices of any such incidents as required and in accordance with applicable privacy laws.

11. Who To Contact If One Has Questions, Concerns Or Complaints

Questions, concerns, and complaints about privacy, confidentiality, and personal information handling policies and practices of the School are to be directed to the School's Privacy Officer. The Privacy Officer will respond to and, where applicable, will investigate all complaints or concerns about violations of this Policy or other applicable privacy laws.

12. Update to This Policy

This Privacy Policy may be updated from time to time or as the School's review cycle.

Reference(s): • *Personal Information Protection Act* (PIPA) • *A Guide to B.C.'s Personal Information Protection Act for Businesses and Organizations*	Approved by: Erin Pettinger Date Approved: July 28, 2026
Cross-reference(s): • *Employee Expectations in Regard to Protecting Others Personal Information and Privacy Policy* • *Critical Incident and Privacy Breach Response Policy*	Date(s) revised: