

Administrative Procedure 143

143 - SECURITY OF INFORMATION RESOURCES

Background

Wild Rose Public Schools regularly makes information available to the public, including financial statements, public board minutes and materials, annual reports, school development plans and school newsletters. This information may be obtained at schools, the Wild Rose Public Schools office, and the Wild Rose Public Schools web site at <http://www.wrsd.ca>. Some information, by its nature, is sensitive and confidential and must be kept to a higher standard. This procedure sets the expectations for information security and applies to anyone using Wild Rose Public Schools information including, but not limited to, employees, agents, appointees, consultants, contractors, persons on secondment, volunteers, practicum students, student teachers, exchange teachers, and students.

Procedure

1. Procedure Definitions

In this procedure,

- a. "information" means all information in the custody or under the control of the Wild Rose Public Schools, whether in electronic or other recorded format, and includes administrative, financial, personal and student information, and information about those who interact or communicate with the Wild Rose Public Schools;
- b. "personal information" means recorded information about an identifiable individual, including
 - i. the individual's name, home or business address or home or business telephone number;
 - ii. the individual's race, national or ethnic origin, colour or religious or political beliefs or associations;
 - iii. the individual's age, sex, marital status or family status;
 - iv. an identifying number, symbol or other particular assigned to the individual;
 - v. the individual's fingerprints, blood type or inheritable characteristics;
 - vi. information about the individual's health and health care history, including information about a physical or mental disability;
 - vii. information about the individual's educational, financial, employment or criminal history, including criminal records where a pardon has been given;
 - viii. anyone else's opinions about the individual;
 - ix. the individual's personal views or opinions, except if they are about someone else; and
 - x. student records.

2. Information security

- a. Only authorized persons may have access to information.
- b. All information must be maintained in a secure manner, in confidence and disclosed only if authorized by regulation or law including, but not limited to, the School Act, the Freedom of Information and Protection of Privacy Act, the Child Welfare Act, and the Income Tax Act.

- c. Only authorized persons may use, disclose, take, alter, copy, interfere with, or destroy information, and must do so according to law and Wild Rose Public Schools records management, procedures, and practices.
- 3. Safekeeping information
 - a. Each person using Wild Rose Public Schools information is responsible for the management and safekeeping of information under their control by ensuring that there is adequate security to prevent unauthorized access, collection, use, disclosure or disposal of information.
- 4. Security measures
 - a. Security measures must be used for:
 - i. electronic information;
 - ii. access to recorded messages, voice mail and telephone
 - iii. answering machines; and
 - iv. access to and within buildings.
 - v. The level of security measures must be consistent with the level of sensitivity of the information.
- 5. Cellular telephones, e-mails and faxes
 - a. Caution must be used when conveying confidential information over insecure technologies such as cellular telephones, e-mail and faxes.
- 6. Sensitive or confidential information
 - a. Records containing sensitive or confidential information must not be kept on desks or in places where unauthorized persons or members of the public may see or have access to them.
- 7. Secure storage of information
 - a. Sensitive or confidential information must be stored in a secure location with restricted access, such as secure electronic storage, a locked room, or a locked filing cabinet.
 - b. Care must be taken when transporting or transferring sensitive or confidential information so that it reaches its intended destination intact and without unauthorized access or disclosure.
- 8. Disposal of information
 - a. Any information that is no longer required for either administrative, educational, financial, legal or historical purposes, and the retention of which is not regulated by any provincial or federal law, may only be destroyed in accordance with records management procedures and practices.