



Background

Any record in the control or custody of the Calgary Girls Charter School, including any record containing personal information, shall be maintained, retained, and where applicable, disposed of in a manner consistent with the Freedom of Information and Protection of Privacy Act and the provisions of the Student Records Regulation.

Procedures

1. All records in the custody or control of the School are to be maintained and stored with due regard for protection against unauthorized access.
2. Student records are to be stored in a secure manner and must be treated as confidential at all times. Specific information with respect to student records is contained in Administrative Procedure 320 – Student Records. Link to Regulation: http://www.qp.alberta.ca/documents/Regs/2006_225.pdf

See also: education.alberta.ca/media/1117794/studentrecordregulation.doc - 3k

3. Personnel records are to be stored in a secure manner and must be treated as confidential at all times. Specific information with respect to personnel records is contained in Administrative Procedure 401 – Personnel Records.
4. The School will retain or dispose of records in accordance with the Records Retention Schedule established by the Secretary-Treasurer.

Reference:

Education Act s. 27, 52, 53, 54, 56, 65
Student Record Regulation 71/99
Information Bulletin 3.2.5 – Access to Information
Information Bulletin 3.2.7 – Student Record Regulation
Freedom of Information and Protection of Privacy Act
FOIP Regulation 200/95