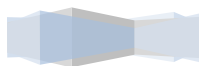


BC Muslim Association  
**BC Muslim School**



**PERSONAL INFORMATION PRIVACY POLICY**  
**FOR PARENTS AND STUDENTS**  
**2013-2014**



# Personal Information Privacy Policy

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## PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS AND STUDENTS

### The School's Commitment to You

Safeguarding personal information of parents and students is a fundamental concern of The BC Muslim School. The school is committed to meeting or exceeding the privacy standards established by British Columbia's Personal Information Protection Act (PIPA) and any other applicable legislation.

The Personal Information Privacy Policy describes the policies and practices of The BC Muslim School regarding the collection, use and disclosure of personal information ensuring appropriate and secure handling.

### Principle 1 – Accountability

The BC Muslim School is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates an individual(s) who is(are) accountable for the school's compliance with the Ten Privacy Principles. This individual is the Privacy Policy Officer of the school.

You may contact our Privacy Policy Officers as follows:

The BC Muslim School	
Attention:	Chantal Guillemette / Ayaz Jehan
Address:	12300 Blundell Road, Richmond, BC V6W 1B3
Phone:	(604) 270-2511 / (604) 270-2522
Fax	(604) 270-2679
Email:	<a href="mailto:admin@bcmuslimschool.ca">admin@bcmuslimschool.ca</a> /sch.accountant@bcmuslimschool.ca

### Principle 2- Identifying Purposes

The BC Muslim School collects and uses personal information to provide information to students with the best possible educational services enunciated by the Mission statement of the school. Most of the information the school collects comes to the school directly from the parents and students or is information regarding the student's school activities, performance or behaviour, such as attendance records or grades. For example, when a student applies to register in the school, the school will ask you to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs. The BC Muslim School

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also collects information in connection with the use of its computer systems.

**[Personal information may also be collected and used and disclosed in the course of the operation of building security systems, including video and other surveillance systems]**

## **Principle 3 – Consent**

**The BC Muslim School** will obtain consent of the individual for the collection, use or disclosure of personal information except where the law states exemptions, grants permission, or creates a requirement for collection, use, or disclosure of personal information.

Requirements for consent to collection, use or disclosure of personal information vary depending on circumstances and on the type of personal information that is intended to be collected, used or disclosed.

In determining whether consent, where appropriate or deemed, for example, if an individual provides his/her mailing address and requests information regarding a particular service, consent to use the address to provide the requested information may be implied.

On giving reasonable written notice to The BC Muslim School, an individual may withdraw consent to the collection, use or disclosure of his or her personal information. Upon notice of withdrawal of consent, The BC Muslim School will notify the individual of the likely consequences of withdrawing his or her consent and, except where otherwise required or permitted by law, The BC Muslim School will stop collecting, using or disclosing the personal information as requested.

If a person provides The BC Muslim School or its service providers or agents with the personal information about an individual, the person represents that it has all necessary authority and/or has obtained all necessary consents from such individual to enable The BC Muslim School to collect, use and disclose such personal information for the purposes set forth in this Personal Information Privacy Policy.

## **Principle 4 – Limiting Collection**

The BC Muslim School will limit the personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

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## **Principle 5 – Use, Disclosure and Retention**

The BC Muslim School will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required or permitted by law.

### **How is Information Used?**

**The BC Muslim School** uses personal information as follows:

- To communicate with the parents and students, process applications and ultimately to provide students with the educational services and co-curricular programs expected.
- To enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs, including parent and volunteer participation and fundraising.
- Health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services; or other legitimate purposes for which student or parent personal information is used.

If for any reason personal information is required to fulfill another purpose, the school will, where appropriate, notify you and ask you for your consent before the school proceeds.

The BC Muslim School may use anonymous information collected through surveys or statistical information regarding students, to constantly improve our school.

### **When May Information be Disclosed?**

**The BC Muslim School** may disclose an individual's personal information to others in connection with the purposes for which it was collected, as consented to by the individual, or as required or permitted by law. The following are some examples of how The BC Muslim School may disclose personal information.

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## When Authorized by You

- Other educational institutions routinely contact the school for personal information about students. For example, if a student moves to another school, college or university, student records are requested by the enrolling institution. Your permission will be sought to pass such information to other appropriate educational institutions for the ongoing education of the student.
- Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning committees, participation groups, parents meetings, fundraising, events, annual general meetings, etc.

In some cases, when communication is over the telephone, your consent to the use and/or disclosure of your information will be obtained verbally. In other cases such as when you communicate through e-mail, your consent will be obtained electronically.

## When Required by Law

The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Student information as per Form 1701 is annually filed with the Ministry of Education.

Only the information specifically requested is disclosed and the school takes precautions to satisfy itself that the authorities making the request have legitimate grounds to do so.

## When Permitted by Law

The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency or suspicion of illegal activities, etc. Only pertinent information is disclosed.

The school does not sell, lease or trade information about you to other parties.

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## Transfer of Student Records

In compliance with Ministry Of Education document from Office of the Inspector of Independent Schools “Students Records- Requirements and

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Best Practice Guidelines for Independent Schools”, on receipt of a request from a school, school board or school authority in British Columbia where the student is enrolled, BC Muslim School will transfer the Permanent Student Record for a student , and report cards to the requesting school, board or authority. Sensitive/confidential information will only be transferred *after* a written, dated and signed parental/guardian consent has been obtained.

## Outside Service Suppliers

At the **BC Muslim School**, the school sometimes contacts outside organizations to perform specialized services such as printing, student assessments, market research or data processing. **[For example, the school gives its yearbook publisher the information required to produce the annual yearbook].** Suppliers of specialized services are given only necessary to perform those services, and BC Muslim School takes appropriate steps to ensure that such information is securely transferred and stored and is used only to fulfill the purposes for which it was disclosed to the service provider.

## Restricting Sharing Information

If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

## Principle 6 – Safeguarding Personal Information

**The BC Muslim School** will protect personal information by security safeguards that are appropriate to the sensitivity level of information.

## The School’s Employees

In the course of daily operations, access to personal information is restricted to authorize employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about students but not your account with the school

Employees are appropriately educated about the importance of privacy and they are required to follow the school’s policies and procedures regarding handling of personal information.

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## **Student's Files**

Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, counselors, secretaries, etc.) who, by nature of their work, are required to see them. These student files must be read in a place designated by the Principal and must be returned immediately after use.

## **Electronic Security**

The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

## **Principle 7 – Access**

The BC Muslim School will inform an individual, upon the individual's request, of the existence, use or disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

A parent may access and verify school records of the student, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to records of students in accordance with the law.

## **Principle 8 – Complaint Process**

Individuals may question compliance with the above principles.



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## LETTER OF CONSENT

1. I consent to having The BC Muslim School collect personal information that may include student identification information, birth certificate, legal guardianship, court orders if applicable, parent's work numbers and e-mail address, behavioural, academic, and health information, most recent report card, emergency contact name and number, doctor's name and number and any similar information needed for registration.

I further consent to the use and disclosure of information contained in this form and otherwise collected by or on behalf of The BC Muslim School (1) for the purpose of establishing, maintaining, and terminating the student's or parent's relationship with The BC Muslim School, (2) for additional purposes, identified when or before personal information is collected, and (3) as otherwise provided in The BC Muslim School's Personal Information Privacy Policy, a copy of which is available on request. I also consent to the collection, use and disclosure of such personal information by and to agents, contractors and service providers of **The BC Muslim School**.

*This information is required in order to register your child at this school and assist the school authority in making an informed decision as to your child's suitability and appropriate placement in the school. It will also allow the school to respond immediately to an emergency. For more information, you may contact the privacy officer at (604) 270-2511.*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

2. I consent to having photographs and work samples of my child(ren) used by The BC Muslim School in the yearbook, newsletters and other promotional material.

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Additional Optional Language:

3. The school may prepare a family phone list (car pool list, class list, etc.) for a family phone directory. If you **DO NOT** want your phone number and address included, please indicate: \_\_\_\_\_ **NO**

Signature: \_\_\_\_\_