



Trinity Christian School's WISDOM Home Schooling Student Information Privacy Policy

Preamble

In 2008, Trinity Christian administration, in response to Alberta Education requirements regarding the **Privacy Information Protection Act**, assigned Jeannie M. Kwasnycia as the Privacy Information Officer within its WISDOM Home Schooling office. Trinity Christian School's main PIPA Officer, Margaret Schienbein, attended PIPA training with Ms. Kwasnycia and together they reviewed the responsibilities of the Privacy Information Officer within the WISDOM office. Responsibilities are reviewed as needed.

Policy

The Privacy Information Officer is to ensure that Trinity Christian's WISDOM Home Schooling program performs the following, in accordance with PIPA and upon the direction of Trinity Christian School:

- Gather private information only as required by The Minister for administration of education.
- Retain private information and dispose of private information as outlined in Student Records regulation.
- Manage and police access to digital data that WISDOM Home Schooling program creates, as well as the digital data generated and administered within PASI.
- Deliver digital information to the Trinity administration to fulfill the above.

- Train new employees on the importance of following PIPA guidelines. Review as needed.
- Protect access to data through the measures suggested through PIPA training.
- Report to Trinity Christian administration the success of PIPA compliance within the WISDOM Program office and formulate suggestions for improvements, if needed.

Specific responsibilities in regards to PASI:

An employee may access PASI if:

- The scope of work they are assigned by their manager requires PASI access.
- The PIPA officer makes a recommendation to Trinity Christian School administration to grant access, within the applicant's scope of work.

If agreed, Trinity Christian administration follows the prescribed administrative procedure within PASI to grant permission. Within the WISDOM Home Schooling program office, the Privacy Information Officer trains new staff in procedures to assure digital privacy, including protection of passwords. Review as needed.

Reviewed and approved by the
Board of Trinity Christian School
Association #9946 for 2016