



POLICY 7010
STUDENT RECORDS - CONFIDENTIALITY

Adopted: 1998-06-23	Reviewed: n/a	Amended: 2016-11-15
---------------------	---------------	---------------------

POLICY

SUBJECT: **STUDENT RECORDS - CONFIDENTIALITY**

The Board of School Trustees believes that the storage, retrieval and appropriate use of student records should ensure the confidentiality of information and privacy for students and their families.



POLICY 7010
STUDENT RECORDS - CONFIDENTIALITY

Adopted: 1998-06-23	Reviewed: n/a	Amended: 2016-11-15
---------------------	---------------	---------------------

REGULATIONS

SUBJECT: **STUDENT RECORDS – CONFIDENTIALITY**

1) The purpose of this policy is to:

- a) Provide clear and easy to understand guidance to School District Employees about the confidentiality of, and access to, student records, that complies with the School District’s obligations under the School Act and other relevant legislation including regulations and ministerial orders.
- b) Provide clarity to individuals about storage of their student records.
- c) Provide a clear understanding for relevant agencies about their access to student records.

2) Student Records

- a) A student record means a record of information in written or electronic form pertaining to a student but does not include
 - i) A record prepared by a person if that person is the only person with access to the record, or
 - ii) A record of a report under section 14(1) or 16(3)(b) of the Child, Family and Community Service Act or of information that forms the basis for a report under section 14(1) of that Act.
- b) Student Records will include:
 - i) The Permanent Student Record as defined in the [Ministerial Orders](#) in the [School Act](#);
 - ii) The General Student File (the “G4”);
 - iii) grade books, report cards

3) Storage

- a) Student Records are to be stored in such a manner as to be consistent with the standards of protection appropriate to the kind of documents in issue. Greater privacy protections and security measures may be necessary depending on the kind of record and the information it contains and that greater protections may be necessary depending on the confidential or personal nature of the information in issue.
- b) Generally speaking, Permanent Student Records, G4 files and any confidential file relating to a student should be kept in a locked filing cabinet in a secure location
- c) Any digital file that contains student information should be password protected and stored in a secure location at the school or district office.

- d) School Administrators are responsible for the establishment, security and maintenance of the Permanent Student Record and student files for each student registered in their school, and for ensuring that these and other student records are appropriately maintained within the context of Board Policy.
- 4) Appropriate Use of Student Records
- a) Student Records shall only be used by the Board or its employees, for the purposes consistent with the Board's obligations and mandate. Any use of Student Records shall be done in a manner consistent with the Board's obligations including those set out in the School Act and the [Freedom of Information and Protection of Privacy Act](#).
- 5) Access to Student Records
- a) Student Records are considered confidential. Access to Student Records shall be limited to those individuals who have an appropriate interest in accessing those records for the purposes of carrying out their duties.
 - i) A student, and/or the parent of a student of school age may, on request and while accompanied by the principal or a person designated by the principal to interpret the records, examine student records kept by the Board pertaining to that student as provided for by the School Act.
 - ii) Where an issue arises as to the right to access information about a student between parents involved in a custody dispute, access to the information will be determined based on the rights of the respective parties under relevant legislation (such as the School Act, the Divorce Act) and any court orders provided to the School. Where a School Principal is uncertain as to a person's right to access information, guidance will be sought from the Board Office.
 - b) Upon request, the Board will release student records to the Board's insurer to the extent necessary to comply with the requirements of the Board's insurer.
 - c) Student Records may be disclosed to a person who is planning for the delivery of, or delivering, health services, social services, or other support services to that student.
 - d) Where a student (of age to exercise their own rights), or the parent / guardian of a student requests the School District to provide student records to a third party agency not planning for the delivery of, or delivering such services, the School District may disclose such records to the third party agency, provided that the parent or guardian (or student who is old enough to exercise such rights on their own behalf), has executed the District's Request for Disclosure of Information to Outside Agency form (Appendix A). In such circumstances, a copy of the form will be placed in the student's G4 file.
- 6) Retention of Student Records
- a) The Board will retain the following documents for period of 55 years from the date a student withdraws or graduates from school, unless those records have been transferred to another board of education:
 - i) The most recent Ministry of Education form entitled "Permanent Student Record"
 - ii) The student progress report for the two most recent years, or a copy of the Transcript of Grades issued by the Ministry of Education
 - iii) Where letter grades are not set out in a student progress report for a student in grade 4, 5, 6 or 7, a written record of those letter grades
 - b) The Board will retain the following documents at least until the student's 22nd birthday:
 - i) The G4 file

7) Destruction of Student Records

- a) If student records are destroyed, a list of the student names associated with those files will be provided on a Certificate of Destruction (Appendix B)

Related Policies:

[7012 Student Records Procedure](#)

Appendix A: School District 78 Request for Disclosure of Information Form



650 Kawkawa Lake Road, Hope, B. C. V0X 1L4

Phone (604) 869-2411

Fax (604) 869-7400

CONSENT FOR RELEASE OF CONFIDENTIAL INFORMATION

I _____ hereby give my
written consent to have

(Name of previous school district or agency)

(Address)

release the student folder, permanent record card and all pertinent medical,
psychological, or psychiatric (including social history, all hospital testing and
assessments) information which pertains to my child,

Name: _____ D.O.B.: _____

to _____
(Name of receiving school district or agency)

at _____
(Address)

I also give consent to allow the above said agency to share information with:

(Name of receiving school district or agency)

I furthermore release all parties stated here within from any legal liability resulting
from the release of this information, with the understanding that all parties involved
will exercise sufficient safeguards while using this information.

Signature: _____

Address: _____

Phone No.: _____

Date: _____

