

LL # 370310

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### **Access and Privacy in St. James-Assiniboia School Division**

The St. James-Assiniboia School Division (the “Division”) is committed to protecting all personal information under its custody and control while providing right of access to information according to the principles of access to information in a democratic society. The Division is mindful of the issues of confidentiality and privacy in all of its interactions and protects the personal information of individuals in accordance with legislation governing the collection, use, disclosure, retention, and security of personal information.

Two pieces of legislation govern access and privacy for school divisions in Manitoba:

FIPPA (<http://www.gov.mb.ca/chc/fippa/index.html>)

- The Freedom of Information and Protection of Privacy Act (FIPPA) requires that public bodies make recorded information available to members of the public. It also ensures that personal information contained in records is protected.

PHIA (<https://web2.gov.mb.ca/laws/statutes/ccsm/p033-5.php?lang=en>)

- The Personal Health Information Act (PHIA) ensures that individuals can request access to their health information and that trustees of this information are collecting using and disclosing information in a manner that protects its privacy. The St. James-Assiniboia School Division is a trustee of personal health information that is contained in student records, employee records and records related to health related services in the school division.

For the purposes of the Freedom of Information and Protection of Privacy Act, the duties, powers and responsibilities are delegated as follows:

Access and Privacy Officer – The Superintendent/CEO

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**Access and Privacy Coordinator – The Senior Executive Assistant**

The FIPPA Officer is the person responsible for overall direction of access to information and protection of privacy matters in the school division and may be contacted at the St. James-Assiniboia School Division Board Office, 2574 Portage Avenue, Winnipeg, MB R3J 0H8.

The FIPPA Access and Privacy Coordinator is responsible for receiving applications for access to records and for the day to day administration of the Acts and may be contacted at the address shown above.

The Division's Access and Privacy Management plan (GBJA-R) includes administration and management procedures and practice developed in support of compliance with Policy GBJA.

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