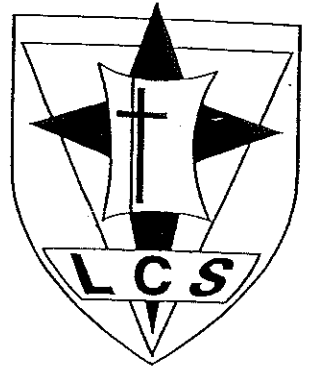


Lacombe Christian School

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Dear Parents

Re: PIPA (Personal Information Privacy Act)
From: Martin Folkerts, Principal

In accordance with the legislation that came into effect January 1, 2004, The L.C.S. Society is obligated to comply with this legislation as instructed by the Government of Alberta.

Please find enclosed the L.C.S. Personal Information Privacy Policy for your review, and also the L.C.S. privacy commitment handout.

The complete Act is available online @ www.psp.gov.ab.ca or a copy can be obtained from the school office.

Please sign and return the Privacy commitment letter. I will be serving as the privacy officer relating to these issues. Please contact me at the school if you have any questions.

Thank you for your cooperation in dealing with these new legislative requirements.

SUBJECT: Personal Information Privacy Act Policy

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November, 2004

In accordance with the captioned legislation that came into effect January 1, 2004, The Lacombe Christian School (L.C.S.) Society is obligated to comply with this legislation as instructed by the Government of Alberta

1. Scope

This privacy policy applies to:

- a. L.C.S. employees, including contractors, students, and volunteers providing services on behalf of L.C.S.
- b. Any personal information that identifies an individual, in whatever form or medium (paper, digital, audio-visual, graphic) created or received in the course of carrying out L.C.S. functions and activities, and;
- c. All facilities and equipment required to collect, manipulate, transport, transmit, or keep The Society.

2. Legislative Requirements

The Personal Information Protection Act (PIPA) ("the Act") protects the personal information of the public and employees of private sector organizations operating in Alberta. It governs the collection, use and disclosure of personal information by organizations in a manner that recognizes and balances the right of an individual to have his or her personal information protected, and the need of an organization to collect, use or disclose personal information for purposes that are reasonable.

L.C.S. is bound by the requirements of this Act and collects, uses or discloses personal information in accordance with its provisions.

3. Privacy Principles

Lacombe Christian School is committed to protecting the privacy of individual employees, students and guardians. To that end, The Lacombe Christian School Society has implemented a privacy program to meet the following privacy goals:

Accountability

L.C.S. is responsible for protecting the confidentiality of personal information in its custody or under its control in compliance with the applicable federal or provincial legislation.

L.C.S. has identified and designated a Privacy Officer to be responsible for implementing the privacy program and ensuring compliance with legislation.

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Openness

Lacombe Christian School develops and follows privacy and security policies and practices that are compliant with legislation. Such policies and practices are publicly available.

Collection and Consent

L.C.S. collects personal information only for reasonable operation of the school and its programs and with the consent of the individual or authorized representative, except where otherwise authorized by legislation.

Identifying Purposes

Lacombe Christian School identifies the purposes for which personal information is collected.

Limited Use, Disclosure and Retention

L.C.S. uses, discloses and retains personal information for purposes consistent with the purpose for which it was collected. Use and disclosure for other purposes is by consent of the individual or as authorized by legislation.

Accuracy

Lacombe Christian School makes all reasonable efforts to ensure that personal information collected, used or disclosed by or on behalf of The Lacombe Christian School Society is accurate and complete.

Safeguards

L.C.S. protects personal information in its custody or control by deploying security measures and practices to prevent unauthorized access, collection use, disclosure, copying, modification, disposal or destruction.

Right of Access

Individuals have a right to access information about them at L.C.S. only to limited and specific exceptions. Individuals who believe there is an error or omission in their personal information have a right to request correction or amendment of the information.

Compliance Challenges

Individuals are encouraged to bring any concerns or issues regarding privacy at L.C.S. to the Privacy Officer for discussion and response. Individuals may appeal to the Information and Privacy Commissioner of Alberta to review or investigate L.C.S.'s right of access or correction responses, or any policies or practices that they feel are not in compliance with legislative requirements.

November, 2004

LACOMBE CHRISTIAN SCHOOL'S PRIVACY COMMITMENT

Lacombe Christian School is committed to respecting the privacy of your personal information. This Privacy commitment describes our privacy policy and practices and how we collect, use and disclose personal information of our students.

What is Personal Information?

It is important to understand that school events which are open to the public are not subject to the conditions of the Privacy Act. These events may include general assemblies, concerts, school plays, special activities, academic focused activities and athletics. The general public, parents and media may be in attendance and are allowed to take photographs, videos, and conduct interviews, without first obtaining consent. (It is not expected that the general public or parents will conduct interviews.) The media are expected to work cooperatively with schools within the realm of mutually agreed upon guidelines and protocol.

What Personal Information Do We Collect?

We collect the information that is requested from you on the Student Registration Form.

Why Do We Collect, Use and Disclose Personal Information?

Lacombe Christian School collects, uses and discloses personal information to:

- ▶ Identify your child.
- ▶ Meet the legal and regulatory requirements of Alberta Learning.
- ▶ Have references that may be used to provide information regarding your child's suitability for enrolment.
- ▶ Assist Lacombe Christian School in providing information that you may want to share with us in regard to your child in order to help teachers in developing programs for them.
- ▶ Ensure that you meet our enrolment criteria in regard to living as Christians.
- ▶ Have available information that will assist us, and medical personnel in case of medical emergencies.
- ▶ Determine if your family is eligible for reduced tuition.

How Is Your Personal Information Protected?

Student information is collected in a Student Record Portfolio that is stored and locked. Lacombe Christian School's "Student Records Policy" describes the guidelines for access, record retention and security of student records. This policy reflects Alberta Learning's Guidelines to Accompany the Alberta Education Student Record Portfolio. This policy is available for your perusal at the Lacombe Christian School office.

Privacy Consent:

I/We, _____, consent to allow Lacombe Christian School to release, collect, and use or disclose personal information for its operational and administrative purposes.

I/We understand that Lacombe Christian School is subject to provincial and federal privacy legislation and has in place a Policy on Privacy to ensure compliance with privacy legislation and standards.

I/We are aware of the risks and benefits associated with consenting or not consenting to collection and that I/we may revoke my/our consent at any time by providing a signed, written statement of revocation to Lacombe Christian School.

Signature(s): _____

Date: _____