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emergency contact information) results of criminal records checks, information collected from references;

**payroll and related information including, social insurance number, rate of pay, hours of work, deductions, bank account information, any court orders;**

benefit information including social insurance number, premiums or contributions, coverage information, date of birth, marital status, dependent information, medical information;



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transferred and stored and is used only to fulfill the purposes for which it was disclosed to the service provider.

### *Restricting Sharing Information*

If an individual wishes to limit the sharing of personal information as permitted by law, the individual must submit to the Privacy Officer a written letter specifying which items of personal information are to be limited and to whom these items are to be restricted. The Privacy Officer will advise the individual whether the requested information can be restricted in the manner requested.

Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purposes for which it was collected and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

### *Principle 6*



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*Principle 7- Safeguarding Personal Information*

will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

Employees and volunteers will be appropriately educated about the importance of privacy and they are required to fo





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*Principle 9 - Individual Access*

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

An employee or volunteer may access and verify any personal information with appropriate notice so that the office is able to supply the information required.

*Principle 10 - Complaint Process*

Individuals may question compliance with the above principles.

Questions, concerns and complaints about privacy, confidentiality and personal information handling policies and practices of the school should be directed to the school's Privacy Officer.

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