



**Protection Of Privacy Policy  
Vancouver Island School of Innovation and Inquiry  
May 2021**

1. Personal information must be collected only:
  - a. when authorized under an Act, or
  - b. for the purposes of law enforcement, or
  - c. when it is necessary for the operation of a program or the provision of a service or
  - d. with the written permission of the person to whom the information belongs.
2. When personal information is requested from an individual, the individual must be informed of the purpose for collecting the information, the legal authority for collecting it, and the name of the employee to whom questions may be directed.
3. Every effort must be made to ensure that personal information held by the school is accurate and complete.
4. Individuals may access and verify any personal information with appropriate notice so that the school is able to supply the information required. Most of this information is available in the registration forms and other forms that are filled out by parents/guardians.
5. An individual who believes there is an error or omission in his or her personal information should contact the Principal of the school (Meghan Carrico).
6. Every reasonable precaution must be taken to protect personal information from unauthorized access, collection, use, disclosure, or disposal.
7. Access to personal information must be provided only to employees who require the information for the performance of their duties.
8. Employees who have access to personal information held by the school may not disclose that information. The school is legally permitted to disclose some personal information in situations such as an investigation of illegal activities, reasonable methods to collect overdue accounts, a medical emergency, or suspicion of illegal activities, etc. Only pertinent information is disclosed.
9. Personal information will be held by the school only as long as is necessary for the operation of a program, the provision of a service, or as required by law, after which time it will be destroyed.

10. Retention periods mandated by legislation or the school's records management program will be adhered to.
11. Personal information will be used only for the purpose for which it was collected or for a use consistent with that purpose except as authorized by legislation or with the consent of the individual to whom the information pertains.
12. Personal information will be disclosed only:
  - a. when authorized under an Act, or
  - b. when required for the purposes of law enforcement, or
  - c. if it is required by the Vancouver Island Health Authority, or
  - d. with the written permission of the person to whom the information belongs, or
  - e. as otherwise required under the Act, as determined by the Principal.
13. Information that would normally not be released to the public may be released by the Board, when it is clearly in the public interest to do so.
14. The school does not sell, lease, or trade personal information to other parties.
15. The Privacy Officer's email is [privacy@visii.ca](mailto:privacy@visii.ca).
16. For the 2021-22 school year the Privacy Officer is David Wrate.

*(see also Appendix: Photo and Video release form)*

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Epiphyte Educational Society

Adopted: 2021-12-08

Revised: 2021-12-05