

RECORDS MANAGEMENT

The Pembina Trails School Division (the Division) must collect, use and disclose, retain, and dispose of a wide variety of information in order to carry out its ongoing activities. The information includes, but is not limited to, student records (which include Pupil Files), school board, administrative, fiscal, and personnel records. All such information is the property of the Division. The Division will not collect information beyond that required to carry out its activities.

The Division will conduct its records management operation in accordance with the provisions of *The Public Schools Act (PSA)*, *The Education Administration Act (EAA)*, *The Freedom of Information and Protection of Privacy Act (FIPPA)*, *The Personal Health Information Act (PHIA)*, *The Youth Criminal Justice Act (YCJA)*, and related Division policies.

The Division recognizes the rights of staff, individual parents/guardians, students 18 years of age and older, and the public to have access to information and to have their personal privacy protected in accordance with the policies of the Division and the provisions of *FIPPA*, *PHIA*, the *PSA*, and *EAA*.

— *Accomplish Anything* —

Adopted 3/108/09	Reviewed	Revised	Page 1 of 1
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