

FORT LA BOSSE SCHOOL DIVISION

TITLE – **SCHOOL DIVISION RECORDS MANAGEMENT* POLICY - EHBA**

Approval Date - 21/08/07

Cross Reference -

Resolution # - 282/07

Implementation - 21/08/07

Legal Reference -

Last Reviewed - 27/10/08

Fort La Bosse School Division is the custodian of a large amount of personal and personal health information. The Division, as a public body, is responsible for protecting this information from unauthorized release or access.

The implementation of efficient record management, particularly in light of technological change, enable divisions to discharge their responsibilities to ensure both access and protection of information. Fort La Bosse School Division accepts as policy the practices and procedures outlined in Manitoba Education and Training's Guidelines on the Retention and Disposition of School Division/District Records and Manitoba Public Fine Guidelines, and shall ensure compliance with the Freedom of Information and Protection of Privacy Act (FIPPA) and the Personal Health Information Act (PHIA).

The following policies and procedures are designed to comply with the policy requirements of The Personal Health Information Act respecting collection, use, disclosure, security, retention and destruction of personal health information.

