

Sikh Academy Personal Information Protection Policy

Sikh Academy follows the **British Columbia Personal Information Protection Act (PIPA)** to ensure the privacy and protection of personal information for students, parents, and employees. PIPA sets guidelines on how private organizations collect, use, and disclose personal information while ensuring security and confidentiality.

Sikh Academy operates in full compliance with PIPA regulations.

1. Privacy Officers

(a) Sikh Academy is responsible for maintaining and protecting personal information under its control. The **Principal** is designated as the **Privacy Officer** for the school.

(b) The **Privacy Officer** will review the school's Privacy Policy annually to ensure compliance.

(c) Any privacy concerns or breaches must be reported immediately to the **Privacy Officer** for follow-up.

(d) Any disputes related to personal information use or disclosure will follow Sikh Academy's **Conflict Resolution Policy**.

2. Personal Information

(a) Personal information refers to any information that identifies an individual. However, it does **not** include publicly available information such as name, job title, business phone number, or email.

(b) Sikh Academy follows **ten privacy principles**:

1. **Accountability** – Assigning a **Privacy Officer** to oversee compliance.
2. **Purpose Identification** – Clearly stating why personal information is collected and how it is used.
3. **Consent** – Obtaining consent before collecting, using, or disclosing personal information.

4. **Limited Collection** – Collecting only necessary information.
5. **Limited Use & Retention** – Using and keeping information only for its intended purpose.
6. **Accuracy** – Ensuring personal information is up-to-date.
7. **Security** – Keeping personal information protected.
8. **Openness** – Being transparent about privacy policies and procedures.
9. **Access** – Allowing individuals to access and review their personal information.
10. **Dispute Resolution** – Addressing any privacy-related concerns through Sikh Academy’s resolution process.

3. Consent – Admissions and Enrollment

(a) Sikh Academy assumes consent when individuals voluntarily provide personal information for obvious purposes, such as school admission and enrollment.

(b) Collected information may be used to:

- Communicate with parents, caregivers, and students.
- Ensure compliance with **Ministry of Education** requirements.
- Provide health, psychological, or legal services as necessary.
- Create and maintain a **school directory**.
- Maintain contact with alumni and families.

4. Disclosure of Information

(a) Sikh Academy may share personal information:

- With government agencies, payroll services, insurance providers, or school advisors for **necessary school operations**.
- As required by **law**.
- Only with the **consent** of the individual.

5. Agreements & Annual PIPA Form

(a) Sikh Academy’s **Privacy Policy** may be supplemented or modified by additional agreements as required.

(b) **Parents/caregivers must complete and sign a PIPA form every September**, which includes:

- Details on how Sikh Academy collects, uses, and discloses student information.
- A list of external organizations that may access limited student information.
- Consent for student photographs, images, and directory listings.
- Instructions for **Revocation of Consent**, if desired.

Sikh Academy is committed to **protecting personal information** and ensuring it is used responsibly and securely in accordance with **BC's PIPA regulations**.