

# Administrative Procedure 360

## Students

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### STUDENT RECORDS

#### BACKGROUND

Cumulative records shall be created and maintained for every student enrolled in Westmount Charter School in accordance with the *Student Record Regulation*. These records remain the property of Westmount Charter School.

The collection, use, disclosure, retention, and protection of student information shall be conducted in accordance with the *Student Record Regulation* and the *Protection of Privacy Act* (POPA).

#### DEFINITIONS

<b>Student Record</b>	As defined by the <i>Student Record Regulation</i> , a student record includes all information required to be maintained by a school authority about a student, including cumulative records and any additional information as prescribed by regulation.
<b>Personal Information</b>	Recorded information about an identifiable individual, as defined in the <i>Protection of Privacy Act</i> (POPA).
<b>Eligible Student</b>	A student who is 18 years of age or older, or who is determined to be an independent student in accordance with applicable legislation, and who therefore holds the rights of access to their own student record.
<b>Parent/Guardian</b>	A parent or legal guardian of a student, as recognized under applicable legislation, including those with lawful authority to make decisions on behalf of the student.
<b>Disclosure</b>	The release, sharing, or provision of access to personal information outside of those authorized to access it within the school authority.
<b>Authorized Staff</b>	Employees of Westmount Charter School who require access to student information in order to fulfill their professional responsibilities.

#### PROCEDURES

1. Purpose and Use of Student Records
  - 1.1 Student records shall be collected, used, and maintained solely for the purpose of:
    - 1.1.1 Supporting student learning, well-being, and educational programming; and
    - 1.1.2 Meeting legal and reporting requirements.
  - 1.2 Information collected shall be limited to that which is necessary, reasonable, and directly related to these purposes.

2. Responsibility
  - 2.1 The Principal shall:
    - 2.1.1 Ensure compliance with the *Student Record Regulation* and POPA;
    - 2.1.2 Ensure student records are accurate, complete, and current; and
    - 2.1.3 Ensure records are securely stored and protected against unauthorized access, use, or disclosure.
3. Access to Student Records
  - 3.1 Access to student records shall be:
    - 3.1.1 Restricted to authorized staff who require access to fulfill their professional duties, in accordance with the need-to-know principle;
    - 3.1.2 Provided to parents/guardians and eligible students in accordance with *Student Record Regulation* and POPA; and
    - 3.1.3 Limited to the minimum amount of information necessary to achieve the intended purpose.
4. Disclosure of Student Information
  - 4.1 Student information shall not be disclosed outside the school authority unless:
    - 4.1.1 Authorized under the *Student Record Regulation* or POPA;
    - 4.1.2 Required by law; and
    - 4.1.3 Consent has been obtained from the parent/guardian or eligible student.
  - 4.2 All disclosures must be appropriate to the intended purpose and limited to the minimum amount of information necessary.
5. Staff Responsibilities
  - 5.1 No employee shall disclose information from a student record to any external individual or agency without:
    - 5.1.1 Authorization from the Principal or designate; and
    - 5.1.2 Ensuring compliance with POPA and the need-to-know principle.
  - 5.2 All staff are responsible for protecting personal information, maintaining strict confidentiality, and exercising professional judgment in handling student information.
6. Student Record Requirements
  - 6.1 The *Student Record Regulation* outlines requirements for:
    - 6.1.1 Information to be included in the student record;
    - 6.1.2 Information not to be included;
    - 6.1.3 Retention timelines;
    - 6.1.4 Storage and security;
    - 6.1.5 Access and disclosure; and
    - 6.1.6 Transfer of student records.
7. Retention and Disposal
  - 7.1 Student records shall be retained and disposed of in accordance with:
    - 7.1.1 The *Student Record Regulation*; and
    - 7.1.2 The Charter Board's Records Retention and Disposition Schedule.

- 7.2 Destruction of student records shall be conducted using secure methods and documentation in accordance with the approved retention schedule.
- 8. Security and Safeguards
  - 8.1 The school authority shall implement appropriate administrative, technical, and physical safeguards to protect student information, including:
    - 8.1.1 Controlled access to records;
    - 8.1.2 Secure digital systems; and
    - 8.1.3 Confidential handling and storage practices.

**Legal Reference:** *Education Act*  
*Student Record Regulation*  
*Protection of Privacy Act (POPA)*

**Cross Reference:** AP-170 Access to Information and Protection of Privacy  
AP-180 Records Retention and Disposition

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