



POLICY: **EH – DATA MANAGEMENT/RECORDS
MANAGEMENT**

REGULATION:

EXHIBIT:

Seine River 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 records management, particularly in light of technological change, enables divisions to discharge their responsibilities to ensure both access to and protection of information. Seine River 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 Pupil File 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 Regulations and Exhibits 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.

APPROVED: January 27, 2004

REVISED:

SOURCE:

OTHER REFERENCE:

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