

**Esquimalt High School Alumni Association
Esquimalt High School Alumni Foundation
(collectively the Alumni Societies)**

Policy for Protection of Privacy

INTENT OF THE POLICY

The Alumni Societies are committed to protecting the privacy and security of personal information. The intent of this policy is to govern how we collect, use, disclose and safeguard personal information.

This policy is administered for each society by a Records Officer who shall be the Vice President of the society.

COLLECTION OF PERSONAL INFORMATION

Personal information is information about an identifiable individual including, but not limited to, name, age, sex, financial information, etc., but does not include contact information.

The Alumni Societies collect some personal information from:

Donors
Members
Volunteers
Scholarship Recipients

USE OF INFORMATION

The Alumni Societies use personal information only to advance their core purpose. This is to raise funds to advance education and for the benefit of the students at Esquimalt High School. The Association has the additional core purpose of preserving information about the history and heritage of Esquimalt High School. The Alumni Societies use personal information in the following ways:

To deliver services and provide equipment for the school
To provide information about special events, membership and donations
To thank supporters, donors and arrange the for issue of tax receipts
To invite supporters and members to special events
To solicit donations
To award scholarships
For phone calls and e-mails

The Alumni Societies are committed to using personal information in a respectful and useful way.

DISCLOSURE OF INFORMATION

The Alumni Societies treat their obligations with respect to the use and disclosure of personal information very seriously. Generally, we will only use or disclose personal information for the primary purpose for which it was collected or for a purpose reasonably related to their primary purposes.

STORAGE OF INFORMATION

Personal information is stored in our database(s) on a secure server and/or in hard copy files. Subject to the records disclosure obligations under the Societies Act, only the Alumni Societies directors ordinarily have access to this information.

If you have any questions about the Alumni Societies' privacy policy or concerns about the way that your information is being used, please contact us (contact information at <https://esquimalt.sd61.bc.ca/our-school/alumni/>)

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Policy for Records Retention and Access

INTENT, RECORDS AND RETENTION

The intent of this policy is to establish a procedure by which an applicant can request access to the records of the Alumni Association or the Alumni Foundation. This policy is administered for each society by a Records Officer who shall be the Vice President of the society.

The Alumni Societies each publish the following records on the Esquimalt High School website <https://esquimalt.sd61.bc.ca/our-school/alumni/>:

Constitutions;
Bylaws;
Annual General Meeting Minutes;
Board of Directors Meeting Minutes;
List of Current Directors.

If a record is published on the website the Alumni Societies are not obligated to provide further access to that record.

Paper and electronic copies of other records that are not on the website are retained by:
The Alumni Association Director of Records who maintains the register of members of each society and the website;
The Alumni Societies' Treasurers who maintain the financial records of each society, including books of account, and the financial statements;
The Alumni Societies' Secretaries who have custody of all other records and documents of each society, except those required to be maintained by the Treasurer and those required to be maintained by the Director of Records.

LOCATION OF SPECIFIC RECORDS

Description DR - Director of Records T - Treasurer S - Secretary WS - Website	Where Records Available Now
Certificate of incorporation	S
Constitution	S, WS
Bylaws	S, WS
List of directors	S, WS
Registered office address	S, WS
Court or tribunal orders	S
Directors contact information	S
Written consent for nomination	S
Written resignation	S
Director's conflict of interest disclosure	S
Minutes of general meetings including resolutions	S, WS
Register of members including contact information	DR
Financial statements	T, WS
Minutes of directors meetings including resolutions	S, WS
Adequate accounting records	T

Time of retention- after 10 years records can be destroyed if no longer relevant

Location for inspection – c/o Esquimalt High School, 847 Colville Road

Default registered office - c/o Esquimalt High School, 847 Colville Road

Director's resolution may specify another location for inspection

In the absence of a Director's resolution, the Records Officer under this policy may designate any other suitable place as the location where an applicant can inspect records.

WHO MAY ACCESS RECORDS

Category of Person Seeking Access - the "Applicant"	Entitlement Rights of the Applicant	Limitations on Access by the Applicant
<i>Directors</i>	Written Request – Inspection (Free)	Inspection - No Limitations
	Copies (Free)	Use - Contact information must be used only for matters related to society
<i>Society Members</i>	Written Request – Inspection (Free)	Inspection - No limitation (except directors can restrict by resolution)
	Copies of Constitution, Bylaws and Recent Financial Statement (Free)	Director’s resolution - If access harmful to society or member’s interests (restriction appealable to directors)
	Other copies \$.50/page for paper copies \$.10/page for e-mail copies	Use - contact information must be used only for matters related to society
<i>Member of General Public</i>	Written request - Inspection (charge of \$10)	Inspection - Cannot inspect register of members, register of directors, written resignation, consent to nomination and director’s conflict disclosure
	Copies - \$.50/page for paper copies \$.10/page for e-mail copies	Use - Can restrict access or use by director’s resolution- protection of personal privacy

PROCEDURE FOR ACCESS TO RECORDS

If a person seeks access to inspect and to copy any of the Alumni Societies' official records (the "Applicant") he/she must follow the procedure set out below:

1. An applicant who wishes to access records of the Alumni Societies shall deliver to the Records Officer at the society's registered office a request in writing specifying:
 - a. The name of the applicant and contact information;
 - b. The date of the application;
 - c. The type of records for which access is sought;
 - d. The date or range of dates of the records for which access is sought;
 - e. The reason for the request; and
 - f. If different, the use to which the record(s) will be put.
2. If the applicant is not a director or member of the society whose records are sought, the written request must include payment of the \$10.00 inspection fee.
3. The Records Officer who receives an application must within 14 days deliver a response which shall be one of the following:
 - a. Grant the request in whole or in part with or without conditions;
 - b. Refuse the request in whole or in part with or without conditions;
 - c. Refuse the request in whole or in part because the records sought are already publicly available in another location such as the Alumni website or the Societies Registry;
 - d. Specify a further time in which the Records Officer will respond to the request, in which case (a), (b), or (c) apply.
4. Any record sought may be redacted by the Records Officer for the following reasons:
 - a. Disclosure would reveal personal information;
 - b. Disclosure would be harmful to the society or to a member's interests;
 - c. Disclosure is prohibited by an enactment or a resolution of the board of directors.
5. If the Records Officer grants a request for access in whole or in part, he/she shall notify the applicant of the time, date and place where the records will be produced for inspection by the applicant;
6. After inspection of the records, if the applicant wants a copy of some or all of the record or records that have been inspected he/she must advise the Records Officer which record or records are to be copied and the applicant must pay the fee the Records Officer calculates.
7. When the fee has been paid the Records Officer will arrange for the copies to be made and make those copies available to be picked up at the place of inspection, or sent by e-mail or made available in any other way the Records Officer authorizes..
8. If the applicant disagrees with any decision by the Records Officer to refuse a request for access or disagrees with a decision of the Records Officer to redact portions of the record sought, the applicant can appeal to the society's board of directors by delivering a written notice of appeal which includes the following:
 - a. The name of the applicant and contact information;

- b. A description of the records for which the Records Officer refused access or which the Records Officer redacted;
 - c. A description of the decision made by the Records Officer and any correspondence sent to the applicant by the Records Officer;
 - d. A statement of why the applicant believes the Records Officer erred in refusing access or in redacting the record.
9. The Records Officer must provide any information the board of directors requests with respect to the decision under appeal. The Records Officer shall not otherwise participate in any way on the hearing and deciding of the appeal.
 10. The board of directors can adopt any procedure for hearing and deciding the appeal which it considers appropriate and is not obligated to hold any hearing if the appeal can be decided without one.
 11. The decision of the board of directors on an appeal is final.