



Administrative Procedure 1060 *Collection and Use of Data*

Board Governance Policy Cross Reference: [12](#)

Administrative Procedures Cross Reference:

Form Cross Reference:

Legal/Regulatory Reference:

[The Freedom of Information and Protection of Privacy Act](#)

[The Personal Health Information Act](#)

Date Adopted: December 2020

Amended:

The Brandon School Division Continuous Improvement Plan is a result of a collaborative effort that was undertaken by Senior Administration, School Leaders, Specialists, the Board of Trustees, students, parents/guardians, community members and Manitoba Education to establish and align our ultimate outcomes:

- Improved Literacy Achievement
- Improved Numeracy Achievement
- Decreased Indigenous Achievement Gap
- Decreased English as an Additional Language Achievement Gap

Data is required to assess progress towards our ultimate outcomes and measure the impact of our actions. Data is collected, analyzed and used to inform our practice.

It is important to have systemic methods and processes to collect data and it is essential that all data collection adheres to ethical standards that include but are not limited to:

- respect for the rights, privacy and dignity of all participants (students, parents/guardians, employees, and other members of the Divisional community)
- respect for federal and provincial legislation (specifically *The Freedom of Information and Protection of Privacy Act* and *The Personal Health Information Act*)

Guidelines for systemic data collection:

As data is collected across the Division to inform practice and align services and resources, the following roles and responsibilities are in effect:

- Senior Administration identifies and implements processes, programs and platforms to collect data
- Data collected shall be in accordance with Subsection 42(3) of *The Freedom of Information and Protection of Privacy Act*,
- Senior Administration determines the application and communication of related information
- Access to data:
 - Divisional Committee makes recommendations to Senior Administration regarding which job profiles should have access to data, and the level of access granted (whether access is deemed read only, or if access includes the ability to make changes)
 - Senior Administration makes final decision as to which job profiles have access to data, and the level of access, as outlined above
 - The School Leader shall determine who needs access to school level data and grant access accordingly based on job profiles
 - Should any individual discover that their level of access is not accurate, they must immediately report the error to Senior Administration and maintain the confidentiality of the data
 - All data accessible to all users must be kept in confidence and utilized only for the purposes as required by their job profile
- Protection of data on electronic devices shall be ensured by the following:
 - Information must be password protected and confidentiality of passwords must be maintained
 - Data platforms must be closed immediately following use, and users must sign out of related systems
 - Data screens must not be left on for others to view
 - Any printed data or related information must be stored in a confidential manner
- Failure to adhere to the processes established to maintain the privacy of Division data, and the identities of students, parents/guardians, and staff who are connected to that data, may result in disciplinary action