

## **PROTECTION OF CONFIDENTIAL INFORMATION**

### **Belief Statement**

The Board recognizes the need to protect personal and sensitive information of individuals in Mission Public Schools. All employees dealing with such matter shall adhere to guidelines and protections of information under the jurisdiction of the *Personal Information Protection Act*,

The responsibilities will be to ensure this information is known only to those authorized to have access and processes are in place to prevent loss or public exposure.

**Date of Board Approval: May 17, 2016**

**Date Amended:**