

Trustees and Personal Information

Trustees are permitted to have access to personal information for the purpose of making quasi-judicial decisions pursuant to the *Education Act* as part of the Board of Trustees or Discipline Committee of the Board. For example, suspension appeals, expulsions, Special Education Appeal Board decisions, teacher terminations and hiring or promotion of senior staff etc.

In some cases, a Trustee may wish to advocate on behalf of an individual, in which case explicit consent to release personal information to the Trustee must be provided by the individual about whom the information relates.

Principal's Best Practice: Remain in control and in charge during these sensitive encounters. Ensure that the proper permissions have been signed and obtained, and hold the individuals accountable for the role they are about to play. You still want to be as inviting as possible. Remember in the case of parents, you will most likely be working with them long after the current issue is resolved. Cross your t's and dot your i's, and if you're unsure about any step of the process, always involve your superintendent.