

P. FORM- P.2.06.01

MEDIA RELEASE

Name: _____ Date Submitted: _____

Put a check in the appropriate box which describes the type of Media Release you are engaging.

I request permission to participate in the following media release[s] *DIRECTLY* on the date of _____.

Since I am participating in the following media presentations, the name of Ullens School may come into the discussion *INDIRECTLY* and therefore I am informing Ullens School of this possibility and request permission to participate on the date of _____.

TYPE OF MEDIA: Check all those below that are appropriate for the purpose of the request.

Newspaper: ____ Name of Newspaper: _____ Name of Interviewer: _____

Television: ____ Name of Television Station: _____ Program Name: _____

Radio: ____ Name of Radio Station: _____ Program Name: _____

Other Publications: ____ Name of Publication: _____ Name of Interviewer: _____

Guest Speaker: ____ Name of Institution: _____

The purpose of the media release is:

Proposed Content of release:

Approval with the following reservations:

Approval Date: _____ Principal's Signature: _____

EMPLOYEE ASSURANCE OF PRIVACY**POLICY:**

Whereas, it is important to set ground rules for the management of personal information that balance an individual's right to privacy of personal information with the needs of Ullens School to collect, use, and disclose personal information for legitimate business purposes;

Whereas, Ullens School is a non-profit organization, and as such, has an inherent responsibility to be open and accessible while, at the same time, demonstrating the greatest respect for protection for the student's and staff's privacy;

The following ten interrelated privacy principles underline Ullens School privacy policy:

1. Person Accountability:

- Ullens School Principal is responsible for personnel and personal information under its control and only the Principal who is responsible for the overall effective operation of Ullens School will give permission for the release of any Ullens School student's and/or employee's information.

2. Identifying Purposes:

- The purposes for which student/employee information is collected shall be identified by Ullens School Main Office Secretaries and the information given to the Principal at or before the time the information is collected.

3. Consent:

- The knowledge and consent are required from Ullens School's parents/guardians or employee for the collection, use and disclosure of personal information, except in specific circumstances such as a student who is a danger to himself/herself and/or others.

4. Limiting Collection:

- The collection of information shall be limited to that which is necessary for the purposes identified by Ullens School. Information shall be collected by fair and lawful means.

5. Limiting Collection:

- Ullens School's parents/guardians or employee's information shall not be used or disclosed, except with the consent of Ullens School's parent/guardian or employee or as required by law.

6. Accuracy:

- Ullens School's parents/guardians or employee's information shall be as accurate, complete, and up-to-date as is necessary for the purposes for which it is to be used.

7. Safeguards:

- Ullens School parents/guardians or employee's information shall be protected by security safeguards appropriate to the sensitivity of the information.

8. Openness:

- Ullens School shall make readily available to Ullens School's parents/guardians or employees, specific, understandable information about its policies and practices relating to the management of personal information.

9. Individual Access:

- Upon request, Ullens School's parents/guardians or employees shall be informed of the existence, use and disclosure of their personnel and/or personal information, and shall be given access to that information. Ullens School's parents/guardians or employees are entitled to question the accuracy and completeness of the information and have it amended as appropriate.

10. Challenging Accountability:

- Ullens School's parents/guardians or employees shall be able to question compliance with the above ten principles the Principal if there are questions and concerns concerning the compliance to these ten [10] principles.

RIGHT TO CONFIDENTIALITY

POLICY:

Confidentiality means the information received or observed about Ullens School's trustees, committee members, students, employees, volunteers, trainees, or the internal affairs of Ullens School is considered privileged and can be disclosed only when properly authorized to do so.

REASON FOR POLICY:

The purpose of this policy is to provide guidance to trustees, committee members, employees, volunteers, and trainees in the area of confidentiality.

PROCEDURE:

It is the right of every employee, volunteer, trainee, student, and trustee, committee member to;

- To see any information about him/her that is to be released to a third party prior to the authorization for release of that information. In case of students who are under 18 the parent/guardian must give authorization for release of information,
- To see any personal record or information held by Ullens School pertaining to him/her,
- To obtain copies of any personal information at his/her own expense.

No student or personnel file or privileged information shall be disclosed unless;

- Request to release information is provided in writing,
- The consent to release information specifies the information to be release, the name of designated to whom that information will be released and time line for release of information,

In the two circumstances below, information can be released only if the employee signs a "Release of Information" form.

- If information regarding qualifications of an employees, and/or a volunteer is requested by a funding body and is, in the opinion of the Management Committee and/or the Principal deemed that this requested release of information is necessary.
- If there is a professional obligation to release information.

Where information is requested that names or identifies a third party all reference to that third party shall be removed prior to release in order to protect the confidentiality of the third party.

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Note: Refer to Policy P. 2.04 for specific details concerning confidential information.

**COMMUNICATIONS – USE OF E-MAIL, VOICE MAIL
INTERNET, TELEPHONE AND FAX**

POLICY:

It is the intent of this policy to set guidelines for the use of all communications systems of Ullens School.

Use of Ullens School communication systems must be lawful, ethical and consistent with Ullens School professional reputation, standards, policies, procedures and guidelines.

In using all communications systems, each employees and volunteer must exercise good judgment and follow the spirit of this Policy.

Communication systems include e-mail, voice mail, telephone, fax and the Internet (while on Ullens School premises or remote access via Ullens School Internet accounts) as well as any other form of communication.

CONDITIONS:

- The following uses of communications systems are prohibited:
 - Illegal, unethical
 - Purposely spending, receiving or accessing offensive, objectionable, abusive, pornographic, obscene, sexist, racist, harassing or provocative messages, images or other materials, including adult-oriented Web sites or new groups;
 - Purposely sending, or receiving defamatory, derogatory, or false messages;
 - Distributing e-mail chain letters;
 - Personal political activities or other commercial or business uses;
 - Unauthorized access to other user's e-mail, data or communications;
 - Uses that infringe copyright or other intellectual property rights;
 - Irresponsible disclosure of confidential or privileged information;
 - Unauthorized use of data encryption; and
 - Use that may compromise system integrity or degrade system performance.

Please review Confidential and Privacy sections of this policy.

Personal Uses:

- Communications systems such as the fax, phone, and e-mail may be used for personal purposes, provided that it is in the opinion of Principal/Vice-Principal[s] that those use do not:
 - Interfere with Ullens School business
 - Compromise the integrity and efficiency of Ullens School communications systems
 - Compromise Ullens School professionalism or its reputation.
- All personal uses of the communications systems must comply with this policy and Ullens School's other policies, procedures and guidelines.

Personal use of communication systems that incur toll charges will be paid by the employee and/or refunded to Ullens School as per office procedure.

Confidential Communications:

- External e-mail and data transmission is not secure or private unless encrypted. Email and other data sent externally will pass through many computers and systems that are not under Ullens School control, and may be subject to unauthorized access.
- **For this reason, confidential email or other data should not be sent or received via external email, without the Principal/Vice-Principal[s] permission**

Privacy:

- There is no privacy regarding the use of Ullens School's communications systems or the data contained in the communications systems, including email, faxes and phone message.
- Communications systems and all data contained in the communications systems, including email, phone message, letters, faxes are the property of Ullens School.

Email Protocols:

- Email has the same legal and practical effect as other written communications. Users should thus exercise the same good judgment and discretion when sending email as they would when sending a formal letter, written memorandum, or other correspondence.
- Email sent via Ullens School communications systems reflects the image of users and the organization. Accordingly, all email messages must be consistent with Ullens School's professional and ethical standards.

Employment Termination:

- Terminated employees who leave Ullens School no longer have any right to any communications systems data, including email messages, nor will they be allowed access to the organization's communications systems and its internet accounts.

Compliance:

- Use of the communications systems is governed by this policy as well as all other policies that guide the conduct of employees. This policy is part of the employment terms and conditions for all employees.
- Use of the communications systems is a privilege that must not be abused. Use of the communications systems may be revoked at the Principal sole discretion.
- Failure to comply with this policy may have serious ramifications and may result in disciplinary action up to and including termination.

The Principal has the right and ability to access, inspect, retrieve, review, read, copy, store, archive, delete, destroy, distribute or disclose [including courts and law enforcement authorities] all communications systems data and uses, including email, phone messages and internet use, without any further notice as may be considered legally necessary or appropriate.

The Principal must demonstrate just cause in writing to Ullens School employee/volunteer and to Ullens School's Management Committee the reason for such action.

Note: All members of Ullens School Team sign the "Computer/Internet Usage Agreement" during their Orientation. This form is then put into their personnel file.

RELEASE OF EMPLOYEES PERSONNEL and PERSONAL INFORMATION

POLICY:

Personnel and/or personal Information will not be given out without any employee's authorization except under circumstances outlined below as required by the operation of Ullens School.

CONDITIONS:

Improper use of personal information gathered from personnel records will be grounds for disciplinary action, which may include dismissal.

Definition of Terms:

Personnel Information refers to all information documented in the teacher's/employee's personnel file.

Personal Information refers to all information of a personal nature such as family information, reasons for a teacher's/employee's absence from work. Personal information is not found in the personnel file of the teacher/employee.

PROCEDURE:

- Ullens School will not release personnel and/or personal information on any employee to any person without prior written permission from the employee. This shall, in no way, limit Ullens School's right to provide employment related information to requests related to the proper operation of Ullens School.
- Should an employee wish to have personnel or personal information released, he/she will provide Ullens School with a written statement authorizing the Principal to release the information.
- When a request for the release of personnel or personal information is received, and the employee has not authorized Ullens School to release the information, the Principal will respond with a statement that it is not the Ullens School's policy to give out information without the employee's prior approval.

RETENTION OF EMPLOYEE RECORDS

POLICY:

Employee records shall be retained for a minimum of seven (7) years after termination of employment or a time period indicated by Ullens School Management Committee.

PROCEDURES:

- During the retention period, only the Principal will have access to these records.
- Upon the expiration of the designated period, the records of the employees shall be destroyed in a manner, which ensures confidentiality.
- The Principal personnel file is the responsibility of Ullens School Management Committee This file is kept according to the above policy.

POLICY – P.2.06

MEDIA RELEASE

POLICY:

In order to safeguard the good standing of Ullens School as well as protect the privacy of all its students, employees and volunteers, all media releases either directly or indirectly to radio, television interviews, newspaper and/or any type of publication by any student, employee and/or volunteer must receive the written permission of the Principal.

PROCEDURES:

- Permission for a specific media release needs to be requested in writing at least one week prior to the event in question. See **PERSONAL FORM – P.2.06.01.**