

Adopted	May 17, 2007
Revision Date	October 13, 2015
Review Year	2020

Policy Statement:

Aurora School recognizes that it is appropriate to collect personal information that relates directly to and is necessary for the operation of the school’s programs and services. As well, Aurora School maintains these records in a secure manner and information is treated as confidential at all times.

Accountability:

Monitored on a five year cycle by the Board of Directors in accordance with its annual work plan.

References:

- AR 5400 Employee Personnel Records*
- BP 2100 Freedom of Information and Protection of Privacy*