



## ADMINISTRATIVE PROCEDURE

# WHISTLE-BLOWER PROTECTION – APPENDIX 1

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ADMINISTRATIVE PROCEDURE WHISTLE-BLOWER PROTECTION

## APPENDIX 1 –PUBLIC INTEREST DISCLOSURE FORM

### Instructions

Before filling out this Public Interest Disclosure Form, please review the School District's Policy [#22 Public Interest Disclosure](#) and [Administrative Procedure Whistle-Blower Protection](#) also ensure that you provide all required details and attach copies of any documents you wish to submit as part of your report. The completed form (together with all attachments) may be submitted confidentially by email to [Designated.Officer@burnabyschools.ca](mailto:Designated.Officer@burnabyschools.ca) or by mail to 4054 Norfolk Street, Burnaby BC, V5G 0C3, addressed to PIDA Designated Officer.

### Privacy Statement

The personal information submitted in this Public Interest Disclosure Form is collected by the School District under sections 26(a) and (c) of the Freedom of Information and Protection of Privacy Act (FIPPA), and will be used to assess, review, investigate and respond to allegations of wrongdoing made under the Public Interest Disclosure Act (PIDA). If you have any questions about the collection, use or disclosure of your personal information in connection with your disclosure, please contact the PIDA Designated Officer at [Designated.Officer@burnabyschools.ca](mailto:Designated.Officer@burnabyschools.ca) or by calling 604 -296-6900.

### Confidentiality

Reports made under the Public Interest Disclosure Act are received and held in confidence by the School District. The reports and information received will be used and shared only to the extent reasonable and necessary to assess, investigate and respond to a disclosure and will not be used or disclosed for other purposes except as permitted or required under the Freedom of Information and Protection of Privacy Act and the Public Interest Disclosure Act or other applicable laws.

### Completing the Disclosure Form

The purpose of this Public Interest Disclosure Form is to assist you in making a disclosure under the Public Interest Disclosure Act. The requested information is to ensure we have sufficient information to carefully review, investigate and respond to a disclosure. If you are unable to provide all requested details at the time you make the initial disclosure, you may be asked to submit additional details at a later time.

A disclosure should be submitted in writing using the disclosure form or in other written form, and include the following information if known:

# Disclosure Report Form

(In accordance with Administrative Procedure Whistle-

If your report does not fall within one of these categories, you may wish to consider whether your report falls under another policy or procedure of the School District.