



## POLICY

SO19

### Privacy and Information Management

**Board Received:** May 26, 2014

**Review Date:** June 2017

#### **Policy Statement:**

The Grand Erie District School Board is committed to the protection of personal information to which it is entrusted and to the individual's right of privacy regarding personal information that is collected, used, disclosed, and retained in the school system.

The Board complies with all applicable provisions under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the Personal Health Information Protection Act (PHIPA), the Education Act, including the Ontario Student Record Guidelines, and the Personal Information and Protection of Electronic Documents Act (PIPEDA) to collect, use, retain and disclose personal information in the course of meeting its statutory duties and responsibilities in the service of the staff, students and communities of Grand Erie.

The Grand Erie District School Board further commits to follow a national standard called the Canadian Standards Act (CSA) Model Code for the protection of Personal Information which is comprised of 10 Fair Information Principles.

This policy applies to:

- All records within the custody or under the control of the Board and addresses all aspects of Board operations and all records made or received in the day-to-day business operations of the school or Board, including student records, regardless of the medium in which those records are stored and maintained. It ensures that records are available as evidence of Board functions and activities and supports operating requirements.
- All business applications and information technology systems used to create, store, and manage records and information including email, database applications, and websites.
- All Board staff and to third party contractors or agents who collect or receive records and information on behalf of the Board. All staff shall be responsible and accountable for creating, maintaining accurate business records within their control.

#### **Accountability:**

1. Frequency of Reports – As needed
2. Severity Threshold – As needed
3. Criteria for Success – A privacy culture embedded into daily practices that promotes both the protection of personal information and freedom of access.

#### **General Principles**

##### **1. Accountability**

Under the *Municipal Freedom of Information and Protection of Privacy Act*, the Board is responsible for personal information and confidential records under its control and has designated a Freedom of Information (FOI) Coordinator who is accountable for compliance with privacy

legislation. The Administrative Assistant to the Board of Trustees holds the position of FOI Coordinator.

**2. Specified Purposes**

The Board shall specify the purposes for which personal information is collected, used, retained and disclosed, and shall notify individuals at or before the time the information is collected.

**3. Consent**

An individual's informed consent is required for the collection, use and disclosure of personal information, except where otherwise permitted by law.

**4. Limiting Collection**

The collection of personal information must be fair, lawful and limited to that which is necessary to the specified purpose. Personal information shall be collected only when it is necessary for providing for the education of students, the employment of staff, or as required and authorized by law.

**5. Limiting Use, Retention, and Disclosure**

The use, retention and disclosure of personal information and confidential records are limited to the specified purposes identified to the individual except where otherwise permitted by law.

**6. Accuracy**

The Board shall ensure that personal information and confidential records are accurate, complete and up-to-date in order to fulfill the specified purposes for its collection, use, disclosure and retention.

**7. Safeguards**

Personal information and confidential records are secured and protected from unauthorized access, disclosure and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information.

**8. Openness and Transparency**

Policies and practices relating to the management of personal information and confidential records are made readily available to the public.

**9. Access and Correction**

An individual has the right to access his/her personal information and will be given access to that information, subject to any restrictions. All Freedom of Information requests shall be considered in consultation with the Freedom of Information Coordinator of the Board to ensure compliance with individuals' right of access.

An individual has the right to challenge the accuracy and completeness of the information and to request that it be amended as appropriate, or to have a letter/statement of disagreement retained on file. Any individual to whom the disclosure of the personal information has been granted in the year preceding a correction has the right to be notified of the correction/statement.

An individual is to be advised of any third party service provider's requests for his/her personal information in accordance with privacy legislation.

**10. Compliance**

An individual may address or challenge compliance concerning the above principles to the Freedom of Information Coordinator accountable to the Board.

## **Procedures**

### **1.0 Training and Awareness**

- 1.1 Role-specific privacy training is provided to all Grand Erie District School Board staff and trustees, including temporary staff to complete within a specified time-frame. Volunteers and third party service providers have access to training as deemed necessary by the Freedom of Information Coordinator of the Board. Subsequent privacy review shall be completed as deemed necessary.
- 1.2 All staff, volunteers and trustees shall sign, yearly, a Confidentiality agreement in relation to personal and confidential information to which they have access in the course of their work.

### **2.0 Records Information Management**

All records and information received, created, and maintained within administrative departments and schools support the Board's day-to-day operations. As such, they are the property of the Board and subject to this policy.

## **References**

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)  
 Personal Health Information Protection Act (PHIPA)  
 Personal Information Protection and Electronic Documents Act (PIPEDA)  
 Education Act  
 Ontario Student Record (OSR) Guideline 2000  
 Policy SO104 Ontario Student Records