



POLICY:	A: 30
EFFECTIVE:	June 22/09
AMENDED:	
RELATED POLICIES:	SC:13, ST:20, SC:17
REPEALS:	
REVIEW DATE:	2011-2012

1.0 Objective

- 1.1 In collecting, using, retaining and disclosing personal information in the course of meeting its statutory duties and responsibilities, the Windsor-Essex Catholic District School Board is committed to the protection of privacy and shall comply with all applicable provisions in the Education Act, the Municipal Freedom of Information and Protection of Privacy Act, Personal Health Information Protection Act, and any other related legislation.

2.0 Definitions

- 2.1 “Personal Information” - means recorded information about an identifiable individual, including,
- a) Information relating to race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
 - b) Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
 - c) Any identifying number, symbol or other particular assigned to the individual,
 - d) The address, telephone number, fingerprints or blood type of the individual,
 - e) The personal opinions or views of the individual except if they relate to another individual,
 - f) Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
 - g) The views or opinions of another individual about the individual, and
 - h) The individual’s name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual. (*Municipal Freedom of Information and Protection of Privacy Act, R.S.O. 1990, c.M.56*)

3.0 Guiding Principles

- 3.1 Accountability and Responsibility
Under MFIPPA, the Board is responsible for personal information under its control and may designate in writing an individual (s) within the Board who is accountable for compliance with privacy legislation.

Under PHIPA, health information custodians are responsible for personal health information in their custody and control and may designate an individual within their school board/authority as an agent to assist with compliance to privacy legislation.

3.2 Specified Purposes

The Board shall identify the purpose(s) for which personal information is collected, and individuals shall be notified of the purposes and any other information required by law at or before the time personal information is collected.

3.3 Consent

Personal information is collected for the provision of educational services to students. The knowledge and, in some cases, the consent of an individual is required for the collection, use, retention, and disclosure of personal information, except where otherwise permitted by law.

3.4 Limiting Collection

The Board shall limit the collection of personal information to that which is necessary for its specified purposes in accordance with its statutory duties and responsibilities.

3.5 Limiting Use, Retention, and Disclosure

The Board shall not use, retain, or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as authorized or required by law. The Board shall retain personal information in accordance with the Board's retention schedule.

3.6 Accuracy

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

3.7 Safeguards

The Board shall ensure that personal information is secured and protected from unauthorized access, use, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information.

3.8 Openness and Transparency

The Board shall make available to the public specific information about its policies and practices relating to the management of personal information.

3.9 Access and Correction

Upon request, the Board shall allow an individual to access his/her personal information and will be given access to that information in accordance with privacy legislation, subject to any mandatory or discretionary exceptions. 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 advised of any third party service provider requests for his/her personal information in accordance with privacy legislation.

3.10 Compliance

An individual shall have the ability to address or challenge compliance with these principles in accordance with Board procedure.

4.0 Specific Directives

4.1 The Director of Education is authorized to develop administrative procedures necessary for the implementation of this policy.

5.0 Responsibility for Implementation

5.1 The Director of Education shall be responsible for the implementation of this policy.

6.0 Review and Evaluation

6.1 The policy shall be reviewed during the 2011-2012 policy review cycle.

7.0 References and Acknowledgements

Legislation:

Municipal Freedom of Information and Protection of Privacy Act
Personal Health Information Protection Act
Education Act and regulations

Standards and Guidelines:

The Ontario School Boards and Authorities Privacy Standard
The Ontario Student Record (OSR) Guidelines

Related Board Policy:

SC: 13 Release of Student Information
ST: 20 Collection of Personal Information
SC: 17 Video Surveillance

Acknowledgements:

The Board acknowledges the contribution of the members of the Privacy and Information Management Taskforce in the development of this policy document.