

RAINBOW DISTRICT SCHOOL BOARD

POLICY & PROCEDURES MANUAL		P.5.21
Last update printed: March 22, 2010	Board Motion: 10-R73	STAFF

POLICY STATEMENT

P.5.21

PRIVACY

RAINBOW DISTRICT SCHOOL BOARD IS COMMITTED TO THE PROTECTION OF PERSONAL INFORMATION IN ITS CUSTODY AND UNDER ITS CONTROL AND WILL RESPECT AN INDIVIDUAL'S RIGHT TO PRIVACY REGARDING THE COLLECTION, USE, DISCLOSURE AND RETENTION OF PERSONAL INFORMATION.

OPERATIONAL PROCEDURES

OP.5.21

The Board collects information only as required and authorized by law, to provide for the education of students and the recruitment of volunteers and the recruitment and employment of staff.

The management of personal information collected by the Board for these purposes is in accordance with the provisions of the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), and the *Personal Health Information Protection Act* (PHIPA).

Personal information means recorded information about an identifiable individual as defined under the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), and the *Personal Health Information Protection Act* (PHIPA).

Accountability and Responsibility

Under MFIPPA, the Board is responsible for personal information under its control and designates the Director of Education as accountable for the compliance of privacy legislation.

Specified Purposes

The purpose for which personal information is collected and the authority for the collection shall be communicated to individuals before the time of collection.

Consent

The consent of the individual is required for the collection, use, retention, and disclosure of personal information, except where otherwise permitted by law. When an individual is below the age of consent, consent must be provided by the parent or guardian.

Limited Collection

The collection of personal information shall be limited to that which is necessary for specified purposes in accordance with statutory duties and responsibilities.

Limited Use, Retention, and Disclosure

Personal information shall not be used, retained or disclosed for purposes other than those for which it was collected, except with the written consent of the individual to whom it relates or as authorized or required by law. Personal information shall be retained in accordance with the Board's retention schedule.

Safeguards

Personal information shall be secured and protected from unauthorized access, use, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information.

Access and Correction

Upon request, an individual will be given access to his/her personal information in accordance with privacy legislation, subject to any mandatory or discretionary exemptions. An individual has the right to request a correction to the information or to have a letter/statement of disagreement retained on file. An individual will be advised by the party receiving the request of any third party service provider requests for his/her personal information in accordance with privacy legislation.

Related policies

P.4.11 Acceptable Use of Information Technologies

P.4.13 Video Security Surveillance

P.5.04 Criminal Records of Employees and Prospective Employees

P.5.06 Hiring of Staff

P.5.17 Employee Assistance Program

P.6.01 Access to Pupil and Pupil Records

P.6.12 Self Identification Policy

P.8.01 Distribution of Board Agendas and Minutes

P.8.02 Distribution of Names and Addresses of Pupils, Staff, Parent/Guardians and School Council Members

Relevant legislation

Education Act

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)

Personal Health Information Protection Act (PHIPA)

Personal Information and Protection of Electronic Documents Act (PIPEDA)

The Ontario Student Record Guideline

The Ontario School Boards and Authorities Privacy Standard