Greater Essex County District School Board

Policy: Privacy of Information

Reference No: P-HR-14

It is the policy of the Greater Essex County District School Board to collect, use, retain and disclose personal information in the course of meeting its statutory duties and responsibilities. The Greater Essex County District School Board is committed to the protection of privacy and complies with all applicable provisions in the Education Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Personal Health Information Act (PHIPA), and any other applicable legislation.

Greater Essex County District School Board

Regulation: Privacy of Information

Reference No: R-HR-14

The Greater Essex County District School Board only collects personal information when it is necessary for providing for the education for students and/or the employment if school board employees or as required and authorized by the law. The Greater Essex County District School Board operates under the authority of the Education Act and its associated regulations.

The management of personal information collected by the Greater Essex County District School 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 where applicable, the *Personal Health Information Act (PHIPA).*

Privacy Standard

The Greater Essex County District School Board is committed to the protection of personal information under its control to the individuals' right of privacy regarding personal information that is collected, used, disclosed, and retained in the school system. To this end, this Standard of privacy commitments is based on globally recognized fair information principles and is grounded in Ontario privacy legislation.

The protection of personal information held by the school board is guided by the principles contained in the Ontario School Board/Authorities Privacy Standard.

1. **Accountability and Responsibility**
   Under MFIPPA, the school board is responsible for personal information under its custody and/or control, and shall designate an individual(s) within the school 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 as an agent to assist with compliance to privacy legislation.

2. **Specified Purposes**
   The school board shall identify the purposes(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. **Consent**
   Personal information is collected for the provisions of education 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.

4. **Limiting Collection**
   The school 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.

5. **Limiting Use, Retention and Disclosure**
   The school board shall not use, retain or disclose personal information for purposes other than those for which is was collected, except with the consent of the individual or as authorized or required by law. The School board shall retain personal information in accordance with the school board retention schedule.

6. **Accuracy**
   The School board shall make every reasonable effort to 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.

7. **Security Safeguards**
   The school board shall make every reasonable effort to 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.

8. **Openness and Transparency**
   The school board shall make available to the public specific information about its policies and practices relating to the management of personal information.

9. **Access and Correction**
   Upon request, the school board shall allow an individual to access their personal information and will be given access to that information in accordance with privacy legislation, subject to any exclusion or mandatory or discretionary exemption. 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 access to personal information has been granted in the year preceding a correction has the right to be notified of the correction/statement. An individual should be advised of any third party requests for his/hers personal information in accordance with privacy legislation.

10. **Compliance**
    An Individual shall have the ability to address or challenge compliance with these principles and in accordance with the school board’s standard/procedure.