



KAWARTHA PINE RIDGE DISTRICT SCHOOL BOARD

POLICY STATEMENT

Section: Business and Administrative Services

- **Administrative Operation**

Policy Code: BA-1.8

Policy: PRIVACY AND INFORMATION MANAGEMENT

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The Kawartha Pine Ridge District School Board recognizes its obligations regarding the collection, protection and maintenance of information whether it be for operational purposes of the Board or personal information of students and employees.

It is the expectation of the Kawartha Pine Ridge District School Board that information collected, used and disclosed in the course of meeting its statutory duties and responsibilities shall be carefully managed and maintained. The protocols set out in this policy and its corresponding administrative regulations shall be used by Board staff to meet these responsibilities.

The Board is committed to the protection of privacy and complies with all applicable regulations in the Education Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Personal Health Information Protection Act, 2004 (PHIPA), the Personal Information and Protection of Electronic Documents Act (PIPEDA), and any other applicable statute. The Board recognizes the right of privacy with respect to personal information that is collected, used, disclosed, and retained for the education of students and/or the employment of Board staff and, on occasion, as required and authorized by law.

The policy will address the management of Operations Information Collections as they pertain to contracts, student achievement, bids/proposals, third party information, tenders and other data which the Board uses as part of its daily operations. The policy will also speak to the management of the collections related to the data obtained and maintained regarding students and employees.

The Board shall maintain a records management program that enables effective and cost efficient storage and retrieval of records and shall maintain records to ensure compliance with the Education Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), and all other legislative and legal requirements.

1. Definitions

1.1 Personal Information (as defined by MFIPPA)

Recorded information about an identifiable individual which shall be treated as confidential unless it is public information or unless the individual consents to its disclosure or disclosure of the information is otherwise permitted by MFIPPA.

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1.2 Records

Refers to any record of information however recorded, whether in printed form, on film, by electronic means or otherwise, including but not limited to documents, reports, photos, diagrams.

2. Personal Information Collections

The collection of personal information within the Kawartha Pine Ridge District School Board shall:

- 2.1 comply with all legal requirements including specifying the purpose(s) for which personal information is collected, the legal authority for the collection, and the title, business address, and telephone number of the individual who can answer questions about the collection; and
- 2.2 be fair, lawful, and limited to that which is necessary for the specified purpose.

3. Guidelines

The protection of personal information held by the Board is guided by the following principles:

3.1 Accountability and Responsibility

Under MFIPPA, the Kawartha Pine Ridge District School Board is responsible for personal information under its control. The Director of Education and/or designate is accountable for the organization's compliance with this law. Where the Board also collects health information on students and staff, the Board is governed by the expectations set out in the Personal Health Information Protection Act, 2004 (PHIPA).

3.2 Specified Purposes

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

3.3 Consent

Personal information is collected on both students and staff for the provision of educational services to students in accordance with pertinent legislation. When required by this legislation, the knowledge and informed consent of an individual will be obtained for the collection, use and disclosure of personal information.

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3.4 Limiting Collection

The Board shall limit the collection of personal information to that which is necessary for its specified purpose 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 legislation.

3.6 Accuracy

The Board shall implement processes to ensure that personal information is accurate, complete and current in order to fulfil the specified purposes for its collection, use, disclosure, and retention.

3.7 Safeguards

The Board shall ensure that the departments directing the collection of personal information will be responsible to ensure that it is secured and protected from unauthorized access, use, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information. Each department shall ensure that staff understand the issues of privacy, who has access to specific information and for those with access, how the information is to be used.

3.8 Openness and Transparency

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

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3.9 Access and Correction

Upon request, the Board shall allow an individual access to their personal information in accordance with the statutes, subject to any mandatory or discretionary exemptions. An individual has the right to challenge the accuracy and completeness of his/her personal information and to request that it be amended as appropriate or to have a letter or statement of disagreement retained on file. An individual to whom disclosure has been granted in the year preceding a correction has the right to be notified of the correction statement. An individual will be 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 this policy to the Director of Education or designate.

Administrative Regulations which support this policy include:

[BA-1.8.1, Privacy Breach Protocol](#)

[BA-1.8.2, Securing Mobile Devices](#)