



Personal information is collected for purposes of delivering educational programming for students as well as for employment purposes as required and authorized by law. Limestone District School Board is committed to the protection of privacy and believes that both staff and students, including legal guardians, have the right to expect that personal information is collected, retained and where appropriate, disclosed in a manner that respects and protects their right to privacy.

This administrative procedure and the supporting guidelines serve to promote and facilitate the development of practices, knowledge, values and attitudes necessary to safeguard personal information under the control of the Board and the right of privacy with respect to personal information that is collected, used, disclosed, and retained in the school system.

1. General Guidelines

1.1 The protection of personal information held by the Board is guided by the Education Act, the Municipal Freedom of Information & Protection of Privacy Act and the Personal Health Information Protection Act, to ensure the integrity of student records, personnel records/files, accessibility of file information and to preserve the confidentiality of such records when disclosure would constitute an unwarranted invasion of privacy.

1.2 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 Board as an agent to assist with compliance to privacy legislation.



1.3 Personal Information submitted to the Board by a student, guardian, employee, trustee, volunteer, or other individual is collected under the authority of the Education Act and/or Municipal Freedom of Information and Protection of Privacy Act, and is intended to be used for the purposes of and those consistent with the administration of Board programs and activities and in order to carry out other Board services and functions. As such, all requests for personal information shall include the legal authority for the collection and the principal purpose or purposes for which the information is intended to be used.

1.4. 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.

1.5. Limiting Collection, Use, Retention and Disclosure

The Board shall limit the collection of personal information to that which is necessary for prescribed and specified purposes in accordance with its statutory duties and responsibilities, and 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. Personal information shall be retained in accordance with the Records & Information Management Retention Schedule.

1.6. 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.



1.7. 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.

1.8. Openness and Transparency

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

1.9. Access and Correction

Upon request, the 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 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 will be advised of any third-party service provider requests for their personal information in accordance with privacy legislation.

1.10. Compliance

An individual shall have the ability to address or challenge compliance with these principles and in accordance with the Board's guidelines and procedures.



Reference:

Education Act

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

Personal Health Information Protection Act (PHIPA)

Principles of OCAP