

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 regulation 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

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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

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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](#)