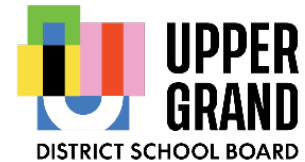


Records and Information Management Policy 316



Category: Administration
Administered by: Director of Education
First Adopted: Jan 2011
Revision History: June 2015, June 2020
Next Review: As required / 2024-25 school year

1. Policy Statement

It is the policy of the Upper Grand District School Board (UGDSB) to establish requirements for maintaining an efficient and effective records and information management (RIM) program that supports organizational and educational activities. The RIM program facilitates accountability, transparency, privacy protection, accessibility and preservation, and fosters informed decision making.

Records and information are important strategic assets that belong to the board, managed by all employees and trustees. The UGDSB manages records and information considering privacy, accessibility, and data protection, in accordance with federal, provincial, and municipal legislation, including licensing college regulation, to meet operational requirements of the board, for present and future needs.

2. Application

This policy applies to:

- 2.1. all records and information within the custody or control of the board and addresses all aspects of board operations regardless of the medium in which those records are stored and maintained. It ensures that records are available as evidence of board functions and activities, and supports the delivery of board programs and services.
- 2.2. all business applications and information technology systems used to create, store and manage records and information, including email, database applications and websites
- 2.3. all records and information obtained, created, and maintained within all departments and locations of the board
- 2.4. all third party contractors or agents who collect, process, or store records

and information on behalf of the board

3. Responsibilities

- 3.1 It is the responsibility of the Director of Education to administer this policy.
- 3.2 It is the responsibility of the Records Management Officer to implement this policy and related procedures.
- 3.3 Employees and trustees are accountable to use and manage the records and information assets of the board, complying with these requirements.

4. References

This policy operates in conjunction with:

- [Education Act](#) and Regulations
- [Canada Evidence Act](#)
- [Ontario Evidence Act](#)
- [Archives and Recordkeeping Act, 2006](#)
- [Public Sector and MPP Accountability and Transparency Act, 2014.](#)
- [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)
- other relevant statutes and regulations of the Province of Ontario and Government of Canada
- [Ontario Student Record Guideline, 2000](#) (Ontario Ministry of Education OSR Guideline)
- [UGDSB Procedures for the OSR Guideline, 2000](#)
- [UGDSB Records Management Manual](#)
- [UGDSB Policy 203 Video Surveillance](#)

- [UGDSB Policy 315 Privacy Protection and Information Access](#)
- [UGDSB Policy 318 Responsible Use of Digital Technologies](#)
- [UGDSB Policy 321 Copyright – Fair Dealing](#)