

# Privacy Protection and Information Access Procedures 315-A



**Category:** Administration  
**Administered by:** Director of Education  
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## 1. General

The Upper Grand District School Board only collects personal information when it is necessary for providing for the education of its students and/or the employment of board employees, or as required by the law.

## 2. Definitions

### General Information

General information refers to recorded information in the custody or control of the board that is not of a personal nature and is not exempt from public access under the [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#) unless an exemption to access applies. Examples of general information that can be routinely released include, but are not limited to, policies, Ministry guidelines, collective agreements, public minutes, school events and programs.

### Personal Information

Personal Information means recorded information about an identifiable individual including:

- information relating to their race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual
- information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved

- any identifying number, symbol or other particular assigned to the individual, the address, telephone number, fingerprints or blood type of the individual
- the personal opinions or views of the individual except if they relate to another individual
- correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence
- the views or opinions of another individual about the individual; and the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual

### 3. Privacy Standard

The board has adopted the Privacy Standard that was developed by the Privacy Information Management Taskforce for use by Ontario school boards/authorities. The ten commitments which make up the Privacy Standard have been adapted from the Canadian Standards Association (CSA) Model Code for the Protection of Personal Information.

The commitments are intended to foster a culture of privacy with respect to how the board collects, uses, discloses, secures, retains and disposes of personal information and confidential records. It also ensures the right of individuals to have access to personal information about them and as appropriate, to have it corrected.

The commitments are as follows:

#### 3.1 Accountability and Responsibility

- 3.1.1 Under the *MFIPPA*, the board is responsible for personal information and confidential records under its control and may designate an individual within the board who is accountable for compliance with privacy legislation.
- 3.1.2 Under the [\*Personal Health Information Protection Act\*](#), health information custodians are responsible for personal health information and may designate an individual within the board as an

agent to assist with compliance with privacy legislation. Refer to the board's procedures for personal health information outlined in 315-B for more information.

### 3.2 Specified Purposes

The purposes for which personal information is collected are specified, and individuals are notified of the purposes at or before the time personal information is collected.

### 3.3 Consent

An individual's informed consent is required for the collection, use, and disclosure of personal information, except where otherwise permitted by law.

### 3.4 Limiting Collection

The collection of personal information is fair, lawful, and limited to that which is necessary for the specified purposes.

### 3.5 Limiting Use, Retention, and Disclosure

The use, retention, and disclosure of personal information are limited to the specified purposes identified to the individual, except where otherwise permitted by law. (See [Policy 316 Records and Information Management](#))

### 3.6 Accuracy

To the extent it is able, 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.

### 3.7 Security Safeguards

To the extent it is able, the board shall ensure that personal information is secured and protected from unauthorized access, disclosure, use, or modification or inadvertent loss or destruction.

### 3.8 Openness and Transparency

Policies and practices relating to the management of personal information are made readily available to the public.

### 3.9 Access and Correction

- 3.9.1 An individual has the right to access their personal information and will be given access to that information in accordance with the provisions of the [Education Act](#) and *MFIPPA*.
- 3.9.2 An individual has the right to challenge the accuracy and completeness of the information held by the board and request that it be amended, as appropriate, or to have a letter/statement of disagreement retained on file.
- 3.9.3 Any individual to whom the disclosure has been granted in the year preceding a correction has the right to be notified of the correction/statement.
- 3.9.4 An individual is to be advised of any third party service provider requests for his/her personal information in accordance with privacy legislation.

### 3.10 Compliance

An individual may address or challenge compliance with the above principles to the Director of Education or the board's FOI Coordinator.

## 4. Privacy Breach

A privacy breach occurs when personal information is collected, retained, used or disclosed in ways that are not in accordance with the provisions of the *MFIPPA*. Among the most common breaches of personal privacy is the unauthorized disclosure of personal information, contrary to section 32 of the *MFIPPA*. For example, personal information may be lost (a file is misplaced), stolen (laptop computers are a prime example) or inadvertently disclosed through human error (a letter addressed to person A is actually mailed to person B).

Refer to the board's privacy breach procedures outlined in 315-C for more information.