



Policy No. I-02

Records and Information Management Review

Adopted:

December 15, 2015

20 2024

Next Scheduled Review: 2026-2027

Associated Policies & Procedures:

[VI-82 Records and Information Management Procedure](#)

[I-07 Protection of Privacy](#)

[VI-51 Privacy Breach Procedure](#)

[VI-81](#)

[I-30 Video Surveillance](#)

[VI-83](#)

[I-43 Use of Technology and Digital Citizenship](#)

[VI-62 Use of Technology and Digital Citizenship](#)

Purpose

The purpose of this policy is to outline the information lifecycle requirements for the secure management and preservation of all records and information at the Halton District School Board and to promote information efficiency.

Application and Scope

All records and information received, created and maintained within administrative departments and schools support the HCDSB's day-to-day business operations, including:

Any business process application and information technology (IT) systems, including algorithmic learning models used to create, receive, store and process personal information.

All HCDSB staff and third-party contractors or agents who create or receive records and information on behalf of the HCDSB and who are required to manage all records and information in accordance with HCDSB policies, contracts and relevant legislation.

References

[ARMA International – The Principles®](#)



3. **Confidentiality, Integrity and Availability:** HCDSB's information systems and processes for the HCDSB have a reasonable guarantee of protection, authenticity and reliability; and maintained in a manner that ensures their timely, efficient and accurate retrieval.

4.

5. **Retention and Disposition:** HCDSB's information systems and processes for an appropriate time, considering its legal, regulatory, fiscal, operational, and historical requirements, and neutral disposal of that information when it is no longer required in compliance with HCDSB policies and applicable legislation.

6. **Transparency:** HCDSB's information systems and processes are documented in an open and verifiable manner and available to all personnel and appropriate interested parties.

Privacy

This policy applies to all phases of the information lifecycle. It includes creating or receiving, and using, storing, and securely disposing of records and information.

HCDSB employees must take reasonable steps to ensure their decisions and actions are fully documented and captured.

All HCDSB records and information are the property of the HCDSB.

All HCDSB

records are with their individual users. It is the responsibility of the user to ensure that records are retained for the period of time defined in the HCDSB's records retention schedule.

When records and information are no longer required, including temporary records and information, the user must ensure that the records are properly disposed of in accordance with the HCDSB's long-term retention schedule.

Responsibilities

Effectiveness of this policy is dependent on the responsibility of the user to ensure that records are retained for the period of time defined in the HCDSB's records retention schedule.

Director of Education

The Director of Education is accountable for ensuring there is a records information...



the required resources to ensure ongoing compliance.

Employees and Third Parties

All HCDSB

employees and third parties are responsible for maintaining records of HCDSB. All HCDSB

records are maintained in accordance with the

Records Management Policy.

The Privacy Records Information Management Office is responsible for the HCDSB's Records

APPROVED BY:

DATE: _____

AUTHORIZED BY:

Chair of the Board