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[Personal Health Information Protection Act \(PHIPA\)](#)

Personal Inform. 5 (f)-0.7 (or) 1.6 (m)-7.1 (a) 2.21 (o)-5.(71)-6.3 () 1.6.98 o (.5 (f)-0481 -59.) 0.9 (P)-4.6 (A) 98 72



Responsibilities

- **Director of Education**
The Director of Education is responsible for ensuring there is a Privacy program that complies with the principles of the Municipal Freedom Information Protection Act.
- **Senior Manager IT Services:**
The Senior Manager, IT Services is responsible for ensuring IT staff follow the Security Breach Procedure and for establishing and maintaining an IT triage and escalation process.
- **Privacy Records Information Management Office:**
Privacy Records Information Management Office is responsible for all aspects of the HCDSB's Privacy program, including policy development and maintenance, training and awareness.
- **Employees, Trustees and Third Parties:**
All HCDSB employees, trustees and third parties are responsible for the management and safekeeping of personal information, using digital resources securely and following the Security Breach Procedure.

APPROVED: Regular Meeting of the Board

AUTHORIZED BY: _____
Chair of the Board