



2. Specified Purposes
3. Consent
4. Limited Collection,
5. Accuracy
6. Safeguards
- 7.
- 8.
- 9.

## Responsibilities

1. The Board of Education is responsible for the actions taken and decisions made under MEIPRA and ensures that it will implement its policies and procedures and may appoint a staff designate who shall, pursuant to applicable legislation be responsible for:

- o collect personal information directly from the individual to whom it relates. If using an indirect or alternative means of collection, staff, in addition to the specific principles stipulated in MEIPPA and PIPRA
- o Make every attempt to ensure the accuracy and integrity of personal information and collected;
- o Obtain, prior to collection, the necessary consents as prescribed by the relevant legislation;
- o When collecting information on forms, websites or through surveys ensure you must have a sign-in box which indicates the legal authority for the collection of the information, purpose for which the personal information is to be used, and provide the contact information of the appropriate staff position that will be able to answer questions regarding the collection.

On an annual basis the HCDSB will provide notice to parents and students regarding the Routine Collection, Use and Disclosure of Personal Information. See Appendix A.

### 3. Consent

The HCDSB will seek consent, if required, for the use or disclosure of personal information, and/or personal health information, at the time of collection.

Individuals can give consent in many ways, but the type or form of consent is dependent upon the circumstances; for example:

- o **Explicit Written Consent**, where a form is used to seek consent, inform the individual of the use that will be made of the information, and collected the information to be used. By completing and signing the form, the individual is giving consent to the collection and the specified uses.
- o **Oral Consent in limited circumstances**, consent will be recorded orally when information is collected over the telephone and is:
  - free of legal or contractual restrictions and reasonable notice; an individual may withdraw consent at any time.
- o The HCDSB will inform the individual of the implications of such a withdrawal:
  - If an individual withdraws consent the HCDSB will stop collecting, using, disclosing, or otherwise processing the information in respect of the withdrawal of consent, or abiding

### 4. Limited Collection, Limiting Use, Retention And Disclosure

The HCDSB will comply with the law that restricts the use of - legis- s- users for which purpose collection of needs to be more extensive than which the individual cannot and other limited circumstance:

The HCDSB will retain records containing personal information in accordance with the HCDSB's Retention Schedule and for the period stated in the appropriate privacy legislation.

The HCDSB will disclose the personal information:



- a. These considerations will include whether the disclosure is in the interest of the individual(s) and whether the disclosure is necessary for HCDSB employees. Consequently, disclosure of personal information is only provided to employees and third party service providers who require this information to perform their duties.
- b. When the HCDSB is required to disclose information to a state or federal agency, the Department of Education, other state or federal agency, or court, the HCDSB will verify the legal authority for the disclosure.

5.

All parent/guardian school board or other purposes personal information provided for a certain purpose is not to be used for any other purpose. It is to be destroyed at the end of the year and destroyed if not needed.

The HCDSB will monitor the implementation of security safeguards and privacy risk management by employees and third-party service providers by conducting periodic checks and other measures.

and alternate practices put in place.

### 7. Openness And Transparency

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

### 8. Access To Information

#### Access

The public has a right of access to information of a public institution

information.

information request

process.

As a condition of access, individuals must provide personal information to the control of the HCDSB.

#### Correction

When an individual successfully demonstrates the inaccuracy or incompleteness of personal information or personal health information, the HCDSB will amend the information as required.

Disposal of information involves the correction, deletion or addition of information.

Where appropriate, the provided information will be transmitted to third-party service providers.

### 9. Challenge And Compliance

An individual has the ability to address or challenge compliance with the above principles to the Director of Education and the Office of the Information Privacy Commissioner.

#### Privacy and Social Media

1. Any information shared via the HCDSB's social media accounts are subject to the provisions of MFIPPA. This means that to an access
2. To protect their own privacy and the privacy of others, employees should not include personal information in comments or any other content posted within a Social Media account registered

Procedure No. VI-81 ~~Primary Procedure~~



5. ~~Plan, coordinate and respond to complaints regarding the misuse of personal information;~~
6. ~~Investigate complaints of misuse, and respond;~~
7. ~~Sign-off on all records management activities of personal information and related administrative responsibility in implementation of personal information;~~
8. ~~Develop guidelines, training material and other tools as required to assist staff and the public on how to protect personal information and related administrative responsibility of personal information;~~
9. ~~Secure personal information for all images and documents related to information management processes;~~
- 10.



2. ~~Ensure that all records are properly classified and that the classification is based on the information's sensitivity and the harm that could result from unauthorized disclosure of the information.~~
3. ~~Ensure that all records are properly classified and that the classification is based on the information's sensitivity and the harm that could result from unauthorized disclosure of the information.~~
4. ~~Ensure that all records are properly classified and that the classification is based on the information's sensitivity and the harm that could result from unauthorized disclosure of the information.~~
5. ~~Ensure that all records are properly classified and that the classification is based on the information's sensitivity and the harm that could result from unauthorized disclosure of the information.~~ accurate, complete and up-to-date;
6. Assist the public with requests for access to information and disclosure of routine records and information (where appropriate) that are within their scope of responsibility;
7. ~~Ensure that all records are properly classified and that the classification is based on the information's sensitivity and the harm that could result from unauthorized disclosure of the information.~~ in this and other records management policies ~~and procedures of the~~ HCD SB.

APPROVED: Barbara Manning, Director of Administration

AUTHORIZED BY: \_\_\_\_\_  
Director of Education and Secretary of the Board





APPENDIX A

PERSONAL INFORMATION

This document must be sent home annually and posted on the HCDSB and school websites.

The Halton Catholic District School (HCDSB) wants parents/guardians and disclose student personal information that is collected from various sources but in the Education Act in accordance with the Access to Information Act and the Privacy Act (MEIPPA)

The Education Act also requires that the school principal maintain a record of each student's record in each school in the district. The record of each student's record in each school in the district is a record of the student's record in each school in the district. The record of each student's record in each school in the district is a record of the student's record in each school in the district.

Under the MEIPPA, personal information may be used or disclosed by the Halton Catholic District School Board (The HCDSB):

the reason collected.

To HCDSB officers or employees who are given access to the information in the HCDSB's

To comply with legislation, a court order or subpoena or to aid in a law enforcement investigation conducted by a law enforcement agency, and in compelling circumstances affecting health or safety (providing notice of the disclosure is sent to the student's home).

The following are routine uses and disclosures of student personal information:

1. Student personal information including the OSR will be used by authorized school staff
2. Information about a student's academic progress, behavior, and health will be used to support the transition of the student.
3. Information about a student's academic progress, behavior, and health will be used with the previous elementary school to support continuous improvement of the student
4. Student personal information such as home address, telephone number, life-threatening medical emergency information, accessibility and safety needs, and emergency contact information will be provided to the Halton Student Transportation Company (HSTC) and the school bus company responsible for transporting students in order to administer the Board's contracted transportation program.



5. Student accidents that take place during school or on school-sponsored activities will be HCDSB insured. Reports include the name of the injured student(s) and details about the incident as well as the name and contact information of witnesses to the accident.
6. Student information may also be shared with the Region of Huron Public Health Department in accordance with the Access to Information Act, the Privacy Act, the Freedom of Information and Protection Act. Limited

18. Video surveillance equipment may be used in schools and on HCDSB provided bus services to aid in the
19. ~~Information~~ voluntarily self-identified will be used to ~~allow to recognize~~ improve student learning and student success, and to offer individualized supports and opportunities to students with disabilities. ~~Additional information will also be reported to the Ministry of Education and the Education Quality Accountability Office (EQAO).~~
20. Student names, date of birth, student number and classroom are shared with School Group Online, so parents/guardians may remit payment for student activities electronically.
21. As part of the HCDSB's commitment to ~~21st century learning~~ students, with the supervision of ~~the classroom teacher~~, will be using Ministry and HCDSB approved tools in the classroom. Within these environments, students may use wikis, blogs, podcasts, video conferencing and surveys. The HCDSB supports the following tools: G-Gmail for Education, Blackboard (BB), Microsoft Office 365, My Blueprint, and School Messenger.
22. ~~Additional information~~ HCDSB will be used in accordance with ~~the~~ guidelines.
23. If appropriate, information will be shared with the HCDSB's newcomer Welcome Centre, Interpreters and Settlement Workers.
24. As required by the Personal Health Information Protection Act (PHIPA) and Education Act, ~~parents/guardians consent will be sought prior to the involvement of children in the support of~~ social workers, psychological, behavioral and/or speech and language staff.
25. ~~Information~~ any other purpose requires the informed consent of: