

Privacy Standard

As principal, you should attempt to apply these to your particular school. The important considerations are:

1. **Accountability and Stewardship:** Under the *Municipal Freedom of Information and Protection of Privacy Act*, the boards of trustees of Ontario school boards/authorities are responsible for personal information under their control and may designate an individual within their school board/authority who is accountable for compliance with privacy legislation. Under the Personal Health Information Protection Act, health information custodians are responsible for personal health information and may designate an individual within their school board as an agent to assist with compliance with privacy legislation. Responsibility for privacy is shared among all employees who collect, use, destroy, and/or disclose personal information as part of their duties.
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. Notice statements shall be included on all forms that collected personal information and they should include purpose for collection, authority for collection (be as specific as possible), how the information will be used and the time and contact information of a person that can be contacted to answer any questions related to the collection or use of the information. Ideally, the notice statement shall also include how long the information will be retained.
3. **Consent:** An individual's informed consent is required for the collection, use, and disclosure of personal information, except where otherwise permitted by law. Consent is usually gathered at time of collection. Consent is not required for purposes authorized by statute, but notice of the collection is necessary.
4. **Limiting Collection:** The collection of personal information is fair, lawful, and limited to that which is necessary for the specified purposes. As a best practice security measure, principals shall only collect the information that is necessary for the purpose identified. Remember the more information you have, the greater the risk should personal information be breached.
5. **Limiting Use, Retention, and Disclosure:** The use, retention, and disclosure of personal information is limited to the specified purposes identified to the individual, except where otherwise permitted by law. Uses of personal information must be consistent with the purpose specified at time of collection or such other consistent purposes within the Board's legal authority.
6. **Accuracy:** Ontario school boards/authorities 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. Principals shall take reasonable steps to ensure that the personal information that they use and disclose is accurate.
7. **Security Safeguard:** Personal information is secured and protected from unauthorized access, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information. Security measures shall be implemented to protect personal information and staff shall be trained on those measures.

8. **Openness and Transparency:** Policies and practices relating to the management of personal information are made readily available to the public. Principals shall communicate school and board policies and practices for information use.
9. **Access and Correction:** An individual has the right to access his/her personal information and will be given access to that information in accordance with privacy legislation, subject to any restrictions. An individual has the right to challenge the accuracy and completeness of the information and request that it be amended, as appropriate, or to have a letter/statement of disagreement retained on file. 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. An individual is to be advised of any third party service provider requests for his/her personal information in accordance with privacy legislation. Additionally Principals shall abide by the correction process outlined in the OSR guideline.
10. **Compliance:** An individual may address or challenge compliance with the above principles to the designated individual(s) accountable in each of the Ontario school boards/authorities.

Notification

In March of 2011 Deputy Minister of Education Kevin Costante sent a memo to Directors of Education regarding the notification of the collection and use of student personal information. Please click [here](#) to access the memo.

Notice at time of collection

Under MFIPPA, when collecting personal information, a notice of collection statement on the form should include

- 1) the legal authority for the collection;
- 2) the principal purpose or purposes for which the information is intended to be used; and
- 3) the title, business address and business telephone number of an officer or employee who can answer questions about the collection.

Sample Notice of Collection

*The personal information you have provided **on this form and any other correspondence relating to your involvement in our programs** is collected by the District School Board under the authority of the Education Act (R.S.O. 1990 c.E.2) ss. 58.5, 265 and 266 as amended. The information will be used to register and place the student in a school, or for a consistent purpose such as the allocation of staff and resources **and to give information to employees to carry out their job duties. In addition, the information may be used to deal with matters of health and safety or discipline and is required to be disclosed in compelling circumstances or for law enforcement matters or in accordance with any other Act.** The information will be used in accordance with the Education Act, the regulations, and guidelines issued by the Minister of Education governing the establishment, maintenance, use, retention, transfer and disposal of pupil records. For questions about this collection, speak to **[insert title of Board employee, address and phone number]**.*

Boards provide notice of the use of students' personal information by other means, for example on their public website or in student planners which allow for a more detailed explanation using plain language. In all cases, however, boards must provide the parents or guardians of students with a plain language explanation of the intent of the notice.

Annual Notice Statement

Boards provide notice of the use of students' personal information by other means, for example on their public website or in student planners which allow for a more detailed explanation using