

Access to Student Personal Information Simcoe County District School

Board, Administrative Procedures Memorandum A1450: Management of Personal Information (Student)

I often get bombarded with requests for personal information of students or their parents. Can you offer scenarios to provide me guidance in this area?

Remember that personal information is just that, “personal”. So if the distribution of such information is not covered by family consent forms or other documents then this information must not be released. There are exceptions, such as investigations by Children’s Aid or police investigations. In serious, more formal situations, federal laws such as the Criminal Code of Canada or the Youth Criminal Justice Act may override MFIPPA. Here are some requests that might guide you:

- Requests for class lists or phone numbers by parents for “birthday parties” – NO, unless covered by consent/disclosure forms.
- Media requests to interview children – NOT WITHOUT signed parental consent.
- MP or MPP wishes class list to print graduation certificates – NOT WITHOUT signed parental consent.
- Parental request for another child’s phone number to resolve a discipline incident – NO
- An attendance volunteer asks for the work number of a parent whose student is absent – YES as the volunteer needs to perform a function consistent with the purpose of collecting that information.
- Police are conducting an investigation and ask for names, addresses and phone numbers of students who might have witnessed an incident – YES but follow local protocols. (Youth Criminal Justice Act).
- CAS is conducting a child protection investigation about a student less than 16 years of age – YES, under the Child and Family Services Act.
- The Medical Officer of Health asks for the personal information of students to support one of its Mandatory Public Health Programs such as oral health – YES under the Health Protection and Promotion Act.
- The Office of the Children’s Lawyer wishes to examine a student’s OSR – YES but WITH a signed consent of both parents/guardians.

Principal’s Best Practice: On occasion, you may be asked to provide a written statement to the police, the Office of the Children’s Lawyer, etc. It is advisable that you consult with your Superintendent of Education before doing so.