

# Notice to Individual

Under MFIPPA, if personal information is collected, the school board shall inform the individual of:

- (a) the legal authority for the collection;
- (b) the principal purpose or purposes for which the personal information is intended to be used; and
- (c) the title, business address and business telephone number of an officer or employee who can answer the individual's questions about the collection.

## Notice at Time of Collection

School boards meet the notice requirement through the use of notice statement forms where personal information is collected and through the use of an annual notice statement outlining the routine use and disclosures of student personal information.

The Deputy Minister [memo](#) to Directors of Education issued March 11, included the following sample statement which may be used at time of registration.

**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].**

## Annual Notice Statement

Boards may also provide notice of the routine 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. The memo included a link to the Simcoe County District School Board annual notification statement posted on their public website and included in their student agenda as a sample. [Click here](#) to access the memo.