

## 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

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.

To access the sample form from the Simcoe County District School Board on routine use, [click here](#).

### **Municipal Freedom of Information and Protection of Privacy Act:**

#### **What is a confidential record? [PIM Toolkit, 324](#)**

A confidential record contains certain information that requires protection against unauthorized access or disclosure. A confidential record is not limited to personal information, for example tentative teaching assignments, plans for land purchase, etc.

#### **What is a personal information bank? [MFIPPA, S. 2 \(1\)](#)**

“Personal information bank” means a collection of personal information that is organized and capable of being retrieved using an individual’s name or an identifying number or particular assigned to the individual. With respect to the role of the principal, a student’s personal information bank may be accessed through use of their **Ontario Education Number** or **OEN**. School Boards are required to create and make public a complete collection of personal information banks. Annually School boards are required to report the number of new uses of existing personal information to the Information and Privacy Commissioner.

**Principal’s Best Practice:** Ensure that MFIPPA collection and usage notices are incorporated into each form, such as:

#### **What are my primary responsibilities as principal with respect to managing information?**

The principal needs to direct all efforts in this area. You can do this by:

- First and foremost, limiting the information you collect to only what is absolutely necessary and obtain consent, when necessary.
- Becoming knowledgeable about the related pieces of legislation.
- Identifying and following your board’s policy and procedures with respect to information management.
- Providing professional development for your staff in order to cultivate a culture of privacy. Start by conducting a self-assessment.
- Making consistent and appropriate decisions in this area.

#### **How much information should I collect?**

The amount that schools collect should be only that which is absolutely necessary.

**Principal’s Best Practice:** Less is best.