

Employee Personal Information

My Grade 5 teacher has been ill (off and on) for most of the second term. A parent wishes to know how many days and the reason for absence. Is she entitled to that information?

No. Under MFIPPA, personal information does not include the name, title, contact information or designation of an individual that identifies the individual in a business, professional or official capacity. Under MFIPPA s.14 (2), information about employment related matters are excluded from the provisions of the Act. It will be your board's local decision as to the public accessibility of such information. If a parent wishes to learn about a teacher's qualifications they may search the College of Teachers' website. However any disclosures about the reason for the teacher's absence from work shall respect the privacy wishes of the staff member.

Salary Ranges and Contracts

Under MFIPPA s.14 (4) it is not an invasion of privacy to disclose the classification, salary range and benefits, or employment responsibilities of an individual who is or was an officer or employee of an institution, however the exact salary is.

Further, MFIPPA applies to an agreement between an institution and one or more employees resulting from negotiations about employment-related matters between the institution and the employee or employees. This includes collective agreements and personal services contracts. These documents are subject to release.

While reviewing the contents of a student's OSR, I examined a copy of an email by a teacher regarding the student. The teacher's home email address was on it. Is it appropriate to black out the address?

Third party personal information is personal information located in a record, document, file, etc. that relates predominantly to another individual. For example, if the teacher were to include his own personal information, such as cell phone number and weekend plans, in an email predominantly about a student and that email is filed in the student's OSR, then the teacher's information is third party personal information. In this case it would be necessary to remove the teacher's home email address or any other "personal information". Remember, MFIPPA prevails over a confidentiality provision in any other Act unless the other Act or this Act specifically provides otherwise. In other words, another Act would have to expressly state that the particular provision takes precedence over protection provisions in MFIPPA. (MFIPPA s. 53 (1))

Principal's Best Practice: Get teachers onboard early in the year by reviewing parents' access to their personal information/confidentiality. It may assist in helping you to develop trust and increased staff morale.