



# Northeastern Catholic District School Board

## PERSONAL INFORMATION MANAGEMENT

**Policy Number: E-24**

**Authority: 16-25/19-147/22-74/25-74**

### POLICY STATEMENT

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The Northeastern Catholic District School Board is committed to protecting the personal information under its care and control. The purpose of this policy is to maintain the right to an individuals' privacy of information that is collected, used, retained and disclosed for the purposes of school and/or board duties. The management of personal information collected is in accordance with the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), and the *Personal Health Information Protection Act* (PHIPA).

### REFERENCES

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*Education Act* (Regulation 521/01 *Collection of Personal Information*)  
*Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA)  
*Personal Health Information Protection Act* (PHIPA)  
Ontario Student Record (OSR) Guideline 2000  
NCDSB Administrative Procedure  
APE024-1 Personal Information Management  
APE024-2 Breach of Personal Information

### DEFINITIONS

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#### **Confidentiality**

Is a duty imposed on an organization or individual by laws or professional and ethical standards to restrict access to or disclosure of certain information, which may include personal and/or business information.

#### **Consent**

Acceptance of, or agreement to, something proposed or desired by another.

#### **Limiting Use, Retention, and Disclosure**

The use, retention, and disclosure of personal information are limited to the specified purposes identified to the individual, except where otherwise permitted.

#### **Personal Health Information**

Information about an individual that pertains to health care, including information about an individual's physical or mental health, receipt of health care services and health number.

#### **Personal Information**

Refers to information about an identifiable or potentially identifiable individual and includes, but is not limited to, personal health information and opinions about the individual.

**Privacy**

Is the right or interest of an individual to control collection, use and disclosure of their personal information. Privacy is a legislated right and school boards are required to comply with provincial privacy laws.

**Privacy Breach**

A privacy breach occurs when personal information is compromised, that is, when it is collected, used, disclosed, retained, or destroyed in a manner inconsistent with privacy legislation.

**Security/Control**

Refers to measures designed to protect personal information regardless of media.

**POLICY REGULATIONS**

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- 1.0 The Director of Education is accountable for compliance with privacy legislation under the *Municipal Freedom of Information and Protection of Privacy Act*, and the *Personal Health Information Protection Act*.
- 2.0 The purposes for which personal information is collected shall be specified, in conjunction with the legal authority for the collection, and the title, business address, and telephone number of an individual who can answer questions about the collection. Individuals shall be notified at or before the time that personal information is collected except where otherwise permitted by law.
- 3.0 An individual's informed consent is required for the collection, use, or disclosure of personal information, except where otherwise permitted by law.
- 4.0 The collection of personal information is fair, lawful, and limited to that which is necessary for the specified purpose.
- 5.0 The use, retention, and disclosure of personal information are limited to the specified purpose identified to the individual, except where otherwise permitted by law.
- 6.0 The Board will ensure that personal information is accurate, complete, and up-to-date in order to fulfill the specified purpose for its collection, use, disclosure, and retention.
- 7.0 Personal information is secured and protected from unauthorized access, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information.
- 8.0 In the event of a privacy breach, the NCDSB will address the matter in accordance with the appropriate administrative procedures.
- 9.0 An individual has the right of access to their personal information and shall be given access to that information in accordance with privacy legislation, subject to any restrictions.

- 10.0 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. An 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 advised of any third-party service provider requests for their personal information in accordance with privacy legislation.
- 11.0 Administrative procedures will accompany this policy and be reviewed regularly to ensure compliance with current regulations and requirements.