Northeastern Catholic District School Board

PERSONAL INFORMATION MANAGEMENT

Administrative Procedure Number: APE024-1

POLICY STATEMENT

The Northeastern Catholic District School Board (NCDSB) is committed to providing a quality, Catholic education to all of its registered students. The NCDSB is committed to protecting the personal information under its care and control. The purpose of this procedure is to maintain the integrity of collecting/using/retaining and disclosing personal information as it pertains to the day-to-day operations of the NCDSB and school environment.

REFERENCES

Education Act
Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Personal Health Information Protection Act (PHIPA)
Ontario Student Record (OSR) Guideline 2000
NCDSB Policy
- E-24 Personal Information Management
- E-8 Ontario Student Record

NCDSB Administrative Procedure
- APE024-2 Breach of Personal Information

DEFINITIONS

Personal Information Management
The activities people perform in order to acquire, organize, maintain, retrieve, and use personal information items such as documents, web pages, and email messages for everyday use to complete tasks and fulfill a person's various roles.

PROCEDURES

1.0 ACCOUNTABILITY AND STEWARDSHIP

1.1 Under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA),* the board of trustees of Ontario school boards are responsible for personal information under their control and may designate an individual within their school board who is accountable for compliance with privacy legislation.

1.2 Under the *Personal Health Information Protection Act (PHIPA),* health information custodians are responsible for personal health information and may designate an individual within their school board as an agent to assist with compliance with privacy legislation.

1.3 Responsibility for privacy is shared among all employees who collect, use, destroy and/or disclose personal information as part of their duties.

2.0 SPECIFIED PURPOSES

2.1 The purposes for which personal information is collected are specified and individuals are notified of the purposes at or before the time personal information is collected.

3.0 CONSENT

3.1 An individual's informed consent is required for the collection, use and disclosure of personal information, except where otherwise permitted by law. Consent is usually gathered at time of collection. Consent is not required for purposes authorized by statue, but notice of the collection is necessary. *See "Consent to the Collection and/or Release of Personal Information Form"*

4.0 LIMITING COLLECTION

4.1 The collection of personal information is fair, lawful and limited to that which is necessary for the specified purpose.

4.2 As a best practice security measure, only the information that is necessary for the purpose identified will be collected.

5.0 LIMITING USE, RETENTION AND DISCLOSURE

5.1 The use, retention, and disclosure of personal information is limited to the specified purposes identified to the individual, except where otherwise permitted by law. Uses of personal information must be consistent with the purpose specified at time of collection or such other consistent purposes within the Board's legal authority.

6.0 ACCURACY

6.1 NCDSB ensures that personal information is accurate, complete and up-to-date in order to fulfill the specified purposes for its collection, use, disclosure, and retention. All reasonable steps shall be taken to ensure that the personal information that is used and disclosed is accurate.

7.0 SECURITY SAFEGUARD

7.1 Personal information is secured and protected from unauthorized access, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information. Security measures shall be implemented to protect personal information and staff shall be trained on those measures.

8.0 OPENNESS AND TRANSPARENCY

8.1 Policies and practices relating to the management of personal information are made readily available to the public.

8.2 Principals shall communicate school and board policies and practices for information use.

9.0 ACCESS AND CORRECTION

9.1 An individual has the right to access their personal information and will be given access to that information in accordance with the privacy legislation, subject to any restrictions.

9.2 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.

9.3 Any individual to whom the disclosure has been granted in the year preceding a correction has the right to be notified of the correction/statement.

9.4 An individual is to be advised of any third-party service provider requests for his/her personal information in accordance with privacy legislation.

9.5 Additionally, principals shall abide by the correction process outlined in the OSR guideline.

10.0 COMPLIANCE

10.1 An individual may address or challenge compliance with the above principles to the Chief Executive Officer:

Chief Executive Officer
Northeastern Catholic District School Board
383 Birch Street North
Timmins, ON P4N 6E8
705.268.7443 or 877.422.9322

11.0 RELATED FORMS AND DOCUMENTS

FORM: Consent to the Collection and/or Release of Personal Information
DOCUMENT: NCDSB Retention Schedule

Chief Executive Officer: *Tricia Stefanic Weltz*
Date: June 2025