



**SECTION 6: OPERATIONS**

**Policy 6.16.01: PRIVACY AND INFORMATION MANAGEMENT POLICY**

***Supporting Policies***

4.07 [Employee Ethics](#)

6.42 [Use of Computing and Information Technology](#)

6.49 [Safe Schools Policy](#)

***Supporting Procedures***

***Supporting Protocols***

***Supporting Templates and Forms***

***Guidelines, Checklists and Other Board Resources***

Board's Records Management Guideline

***External Resources***

[Education Act](#)

[Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#)

[Privacy and Information Management \(PIM\) Toolkit established for School Boards by the PIM taskforce](#)

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**RATIONALE**

The Algoma District School Board respects and promotes the protection of privacy of all staff and students. The Algoma District School Board collects personal information to support the provision of educational services to its students and/or the employment of Algoma DSB employees. The Board operates under the authority of the Education Act and its associated regulations.

The Board considers the issue of confidentiality a serious responsibility and values and respects the privacy of all individuals.

**POLICY STATEMENT**

The Algoma District School Board recognizes and accepts its responsibility under the Municipal Freedom of Information and Protection of Privacy Act and other privacy legislation as applicable. The Board further commits that personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

The management of personal information collected by the Algoma DSB for this purpose is in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) and the Personal Health Information Protection Act (PHIPPA). These laws ensure that public organizations are open and accountable to the public by providing a right of access to records and to protect the privacy of individuals by controlling the manner in which public organizations collect, use and disclose personal information.

## APPLICATION & SCOPE

This policy applies to all Algoma District School Board staff who collect, use and disclose personal information related to employees and students and to operations and procedures in all facilities within the Algoma District School Board.

## PRIVACY STANDARD

The protection of personal information held by the Board is guided by the following principles:

### 1. Accountability and Responsibility

Under the Municipal Freedom of Information and Protection of Privacy Act, the Board is responsible for personal information under its control and will designate an individual within the Board who is accountable for compliance with privacy legislation.

### 2. Consent

Personal information is collected for the provision of educational services to students. The knowledge and, in some cases, the consent of an individual is required for the collection, use, retention, and disclosure of personal information, except where otherwise permitted by law.

### 3. Limiting Collection

The Board shall limit the collection of personal information to that which is necessary for its specified purposes in accordance with its statutory duties and responsibilities.

### 4. Limiting Use, Retention, and Disclosure

The Board shall not use, retain, or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as authorized or required by law. The Board shall retain personal information in accordance with the Board's Records Management Guideline.

### 5. Accuracy

The Board shall ensure that personal information is accurate, complete, and up-to-date in order to fulfill the specified purposes for its collection, use, disclosure, and retention.

### 6. Safeguards

The Board shall ensure that personal information is secured and protected from unauthorized access, use and disclosure by adhering to safeguards appropriate to the sensitivity of the information.

### 7. Openness and Transparency

The Board shall make available on its website, information about its policies and practices relating to the management of personal information.

### 8. Access and Correction

Upon request, the Board shall allow an individual to access his/her personal information and will be given access to that information in accordance with privacy legislation, subject to any mandatory or discretionary exceptions.



**9. Compliance**

The Director of Education, or designate, is authorized to provide the administrative procedures necessary to implement this policy.

**10. Third-Party Agreements**

The Board shall adhere to all safeguards when it is necessary to share data with third-parties. Third-party data sharing agreements will be put in place with vendors and organizations as required. In these scenarios, the Director of Education, or designate, will authorize the agreement.