



POLICY

SO-19

Privacy and Records Information Management

Board Received:

Review Date:

Responsibility:

Objective:

The Grand Erie District School Board is committed to the protection of personal information and management of records information to which it is entrusted and to the individual's right of privacy regarding personal information that is collected, used, disclosed, and retained within its care and custody.

Policy Statement:

The Grand Erie District School Board complies with all applicable provisions under the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Personal Health Information Protection Act* (PHIPA), the *Education Act*, including the *Ontario Student Record Guidelines*, and the *Personal Information and Protection of Electronic Documents Act* (PIPEDA) and such other relevant statutes and regulations of the Province of Ontario and the Government of Canada

The board further commits to follow a national standard called the *Canadian Standards Act* (CSA) *Model Code for the protection of personal information* which is comprised of 10 Fair Information Principles ground in Ontario privacy legislation.

References

- Privacy and Records Information Management (SO-019)
- *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA)
- *Personal Health Information Protection Act* (PHIPA)
- *Personal Information Protection and Electronic Documents Act* (PIPEDA)
- *Education Act*
- *Ontario Student Record (OSR) Guideline 2000*
- *Ontario Student Records Procedure* (SO-104)
- *Privacy Breach Response Procedure* (SO-105)
- *Volunteers Procedure* (SO-126)