

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

POLICY

The Rainy River District School Board is committed to the protection of privacy and of personal information under its custody and control, and to the right of access to personal information that is collected, used, disclosed, and retained by the Board.

RATIONALE

The Rainy River District School Board adheres to all applicable provisions in the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Personal Health Information Protection Act* (PHIPA), and any other applicable legislation as it relates to privacy.

IMPLEMENTATION

Per relevant procedures and policy guidelines.

GUIDELINES

- 1.1 The Board collects personal information required and authorized by law for the education of its students and for the employment of its staff.

In its collection and use of personal information, the Board shall:

- limit the collection of personal information to that which is necessary for its specified purposes.
- use or disclose personal information only for the purposes for which it was collected, except with the consent of the individual or as authorized and/or as required by law.
- ensure that personal information is accurate, complete, and up-to-date.
- ensure that personal information is secured and protected from unauthorized access, use, disclosure, and inadvertent destruction.

- 1.3 An individual has the right:

- to access their personal information,
- to challenge the accuracy and completeness of the information, and
- in challenging the information, to request that the information be amended as appropriate or to have a letter of disagreement retained on file.
- to address or challenge compliance with this policy.

CROSS-REFERENCES

Policies:

- 2.81 Records and Information Management

Procedures:

- 2.80 Freedom of Information and Protection of Privacy
- 2.81 Records and Information Management

- 2.84 Cross Panel Sharing of Student Information

Legal/Ministry of Education:

- *Municipal Freedom of Information and Protection of Privacy Act* RSO 1990, c.M.56
- *Personal Health Information Protection Act* SO 2004, c.3
- *Education Act* RSO 1990, c.E.2
- Ontario School Board/Authorities Privacy Standard