



NOTICE OF THE COLLECTION, USE AND DISCLOSURE OF STUDENT PERSONAL INFORMATION

The purpose of this notice is to explain how the Niagara Catholic District School Board (the Board) and your school use the personal information you provide to us. The *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Education Act* set guidelines that school boards and their schools must follow when collecting, using and disclosing students' personal information. Under MFIPPA, personal information refers to any recorded information about an identifiable individual.

MFIPPA states that personal information may be used or disclosed by the Board in specific ways, including:

- to allow employees to access the specific information they need in order to perform their duties;
- to comply with a court order or subpoena, or to aid in an investigation conducted by a law enforcement agency;
- to meet legislated requirements, such as reporting to the Ministry of Education;
- for the purpose for which it was collected, or for a reason consistent with that purpose;
- with the consent of parents/guardians, if the proposed use or disclosure of personal information does not fall under any of the above uses.

The *Education Act* requires schools to maintain an Ontario Student Record (OSR) for each student. The OSR is an ongoing record of a student's educational progress through schools, and will be transferred when/if the student transfers to another school in Ontario. The Ministry of Education's Ontario Student Record (OSR) Guideline establishes the maintenance, use, retention, transfer, and disposal of the OSR. The Niagara Catholic District School Board follows this guideline, in accordance with the *Niagara Catholic's Ontario Student Record (OSR) Policy*.

These Acts give school boards and their schools the legal authority to collect personal information for the purpose of planning and delivering educational programs and services which best meet students' needs, for operating schools and for reporting to the Ministry of Education as required. Accordingly, the Board collects the personal information it needs to fully meet its obligations as a school board.

To help you understand how the Board uses and/or discloses the information you provide to us, we provide the following examples of routine uses and/or disclosures of student personal information.

ADMINISTRATIVE USES AND DISCLOSURES

How we collect, use and disclose personal information to keep schools operating smoothly

- Student personal information such as home address, photo, life-threatening medical emergency information, accessibility and safety needs may be shared with the Niagara Student Transportation Services and bus drivers for the safety of students.
- Personal information such as a child's name, birth date, grade, name of parents/guardians, home address and phone numbers will be shared with the Niagara Region Public Health Unit, in accordance with the *Immunization of School Pupils Act*.
- Student medical health information provided by parents/guardians or adult students is used by school staff to address student medical needs, plan for medical emergencies at school or during school activities. Medical emergency plans for students with life-threatening medical conditions are posted in identified areas of the school for emergency response purposes.
- Student accidents that take place at school or during school activity are reported to the Board's insurer. Reports include the name of the injured student and details of the incident, as well as the name and contact information of witnesses to the accident.
- Phone numbers may be included in telephone lists for emergency purposes.
- The Board releases student information that is requested by the Ontario Ministry of Education and by the Education Quality and Accountability Office (EQAO).
- School boards use third-party service providers for many purposes. Sometimes, personal information is required by the service providers in order to fulfil their duties.
- School pictures are used for administrative and archival purposes, for student cards, in school yearbooks, and are also offered for purchase to parents.

INSTRUCTIONAL USES AND DISCLOSURES

How we collect, use and disclose personal information to meet the individual needs of all learners

- Information in the OSR and in the Student Information System is used by school and Board staff to support classroom teachers and early childhood educators to develop educational programs that best meet each student's needs.
- Staff may take a photo or video without consent if it is for educational purposes, or if it is otherwise necessary to deliver education to the student.
- Consistent with the Education Act and Regulations and applicable privacy legislation, teachers and staff may collect, record and save evidence of student learning and achievement, if it is for educational purposes, or if it is otherwise necessary to deliver education to the student, including but not limited to digital documents, photos, audio and/or video recordings through Board-approved digital platforms and other digital resources, including but not limited to the Niagara Catholic Virtual Learning Environment (NCVLE), G Suite, emails, and audio and video conferencing.
- Informed consent is required when a photo, audio and/or video recording is to be shared outside the student's classroom environment, including the virtual classroom, with other students or for School/Board-wide instructional uses.
- Student assessment and achievement information such as portfolios and report cards may be shared with school and Board staff to address student needs from class to class, grade to grade and elementary and secondary schools.
- Secondary schools will send information on graduates (contact information and transcripts) to the Ontario Universities' Application Centre (OUAC) and Ontario College Application Services (OCAS), to support post-secondary applications.
- As per *Niagara Catholic's Education Research Policy*, approved research will adhere to the guidelines MFIPPA, include informed consent for participation in the research, guarantee anonymity of students, schools and school personnel in reporting the results, unless permission has been granted through informed active consent, and will not be released to a third party unless written permission has been granted by the Superintendent of Education. The decision to participate in external (for example, university research collaborations) and internal (for example, Board surveys, like School Climate Surveys and Student Voice Surveys) research rests with the participant and/or parents/guardians.
- Indigenous students are given an opportunity to voluntarily identify themselves. This data is used by the Ministry, by the Education Quality Accountability Office (EQAO) and in the school board for allocating program resources and supports.
- In keeping with the requirements of the *Education Act* and the *Personal Health Information Protection Act* (PHIPA), parental/guardian consent will be sought prior to conducting intelligence or behavioural tests, or prior to the involvement of psychological or speech and language staff.
- Niagara Catholic follows the legislative requirements of the *Child, Youth and Family Services Act* for students accessing social work. Informed or written consent from a parent/guardian is required for social work services for students who are under 18.

THE LEARNING ENVIRONMENT USES AND DISCLOSURES

How we use personal information to create safe schools where students are valued and their accomplishments celebrated

- Student work, including student names, may be displayed in the classroom or in school hallways, and at the Board office. It may also be shared publicly at community events outside the school setting.
- Students and staff may use technology to help prepare students for the 21st century. This may include the use of the digital tools for the purpose of creation, collaboration and presentation of information. This may also include the use of video conferencing within Niagara Catholic, and with subject experts around the globe.
- Birthdays and accomplishments may be announced over the PA system and/or in the classrooms. Photos and recordings of students may be shared for the purpose of celebrating student accomplishments.
- School events and activities may be reported in classroom, school and Board newsletters, websites and social media sites, and may include photos, videos and/or names of students.
- Student names and/or photographs will be included in school programs, on student awards lists and honour rolls.
- As per *Niagara Catholic's Video Security Surveillance Policy*, video security surveillance systems are used at selected schools and sites within the Board's jurisdiction to promote the safety of students, staff, and community members.

MEDIA USES AND DISCLOSURES

What media exposure to expect and how we protect student personal information

- The media, such as newspapers, web-based news services, television and radio, may be invited to the school to take photos of students and/or cover newsworthy events or activities such as student achievements/awards, and current events. Their reports may include group photos of students.
- Identifiable and individual student photographs would only be taken and/or names used with consent. Consent is provided by signing the Board's *Parent/Guardian Consent Form*.
- Students participating in extra-curricular activities or school events that are open to the public or that take place in public places such as on field trips may be photographed by the school community, news media or public. This may result in photos or videos being posted on social media sites and in electronic or print news media sites. The Board/ school have no jurisdiction over how and where these images will be posted. However, parents and students are asked to practice good digital citizenship by being respectful when they post photos of others, by obtaining consent before posting.
- Events inside the school, such as performances, awards assemblies, and commencement that are typically attended by family members are often photographed and video recorded by family members. We ask those in attendance to respect the privacy rights of all students and their families by obtaining consent before images and videos are shared or posted online.

Please communicate any concerns you have with regards to the sharing of personal information in any or all of the above-mentioned by contacting the school principal or vice-principal as soon as possible.