



Niagara Catholic District School Board

## **PRIVACY POLICY**

### ADMINISTRATIVE OPERATIONAL PROCEDURES

600 – Business Services

Policy No. 600.6

Adopted Date: June 20, 2017

Latest Reviewed/Revised Date: June 20, 2017

## DEFINITIONS

### **General Information**

General information refers to recorded information in the custody or control of the Board's that is not of a personal nature and is not exempt from public access under *MFIPPA* unless an exemption to access applies. Examples of general information that can be routinely released include, but are not limited to, policies, Ministry guidelines and memoranda, travel expense statements, collective agreements, Board plans, public minutes, or school events and programs.

### **Personal Information**

Personal Information means recorded information about an identifiable individual, including,

- (a) information relating to the race, national or ethnic origin, colour, religion, age, gender, sexual orientation or marital or family status of the individual,
- (b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- (c) any identifying number, symbol or other particular assigned to the individual,
- (d) the address, telephone number, fingerprints or blood type of the individual,
- (e) the personal opinions or views of the individual except if they relate to another individual,
- (f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- (g) the views or opinions of another individual about the individual, and
- (h) the individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual;

### **Confidentiality**

A duty imposed on an organization or individual by laws or professional and ethical standards to restrict access to or disclosure of certain information, which may include personal and/or business information.

The protection of personal information held by the Niagara Catholic District School Board is guided by the principles contained in the Privacy Standard.

### **Security**

“Security/Control” refers to measures designed to protect personal information regardless of media.

## PRIVACY STANDARD

### 1. Accountability and Responsibility

Under the *Municipal Freedom of Information and Protection of Privacy Act*, the Board is responsible for personal information and confidential records under its custody and/or control and may designate an individual within the Board who is accountable for compliance with privacy legislation.

Under the *Personal Health Information Protection Act*, health information custodians are responsible for personal health information and may designate an individual within the Board as an agent to assist with compliance with privacy legislation.

### 2. Specified Purposes

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. Consent

An individual's informed consent is required for the collection, use, and disclosure of personal information, except where otherwise permitted by law.

### 4. Limiting Collection

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

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

The use, retention, and disclosure of personal information are limited to the specified purposes identified to the individual, except where otherwise permitted by law.

### 6. Accuracy

To the extent it is able, the Board shall ensure that personal information is accurate and complete, and is updated in order to fulfill the specified purposes for its collection, use, disclosure, and retention.

### 7. Security Safeguards

The Board shall take all steps necessary to ensure that personal information is secured and protected from unauthorized access, disclosure, use, or modification or inadvertent loss or destruction.

### 8. Openness and Transparency

The policies and practices of the Board relating to the management of personal information shall be made readily available to the public.

### 9. Access and Correction

The Board shall permit an individual access to any personal information about them which is held by the Board in accordance with the provisions of the *Education Act* and *MFIPPA*.

An individual is entitled to challenge the accuracy and completeness of their personal information held by the Board and to request that it be amended or to have a letter of disagreement retained on file.

The Board shall notify an individual in accordance with the provisions of *MFIPPA* if any third party service provider requests their personal information.

## 10. Compliance

An individual may address a challenge concerning compliance with the above principles to the Director of Education or designate. The designate is the Coordinator of Information Management/ Privacy and Freedom of Information.

### FREEDOM OF INFORMATION

The Board recognizes its responsibility to make accessible to the public the records which it has in its custody or control subject to the *Municipal Freedom of Information and Protection of Privacy Act*.

The Director of Education is designated as the Freedom of Information (FOI) Head. The Coordinator of Information Management/Privacy and Freedom of Information is appointed by the Director of Education to ensure compliance with the privacy standards and principles of the *Municipal Freedom of Information and Protection of Privacy Act* according to the following:

- Public information held by the Board shall be available to the public.
- Exemptions from right of access to information shall be limited and specific.
- All personal information shall be protected from unauthorized disclosure.

Further details are provided in [Niagara Catholic's - Freedom of Information Request Procedure](#).

### PRIVACY BREACH PROCEDURE

A Privacy Breach is the loss of, unauthorized access to, disclosure of, or destruction of, personal information.

Niagara Catholic's Privacy Breach Procedure is followed in the event of a privacy breach.

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