

# PRIVACY TALK

## WHAT IS PERSONAL INFORMATION?

Personal information includes information that identifies a person, such as name, address, and phone number. Other examples include:

- School photos and videos
- Health information
- Student records

## PRIVACY BREACHES

If a school does not comply with the law when they collect, use, disclose, retain or destroy personal information, privacy breaches can occur. Some examples of privacy breaches and their causes include:

- a lost or stolen USB drive containing student or staff information
- correspondence mailed or emailed to the wrong person
- disclosing information about a student without consent or without legal authority

Teachers are responsible for following privacy and other laws, professional standards, and school board policies when collecting, using or disclosing personal information.

## DO

- Protect your students' personal information by ensuring your files and electronic devices are secure
- Only collect personal information for education-related purposes
- Only disclose students' personal information with consent where necessary to deliver educational services or where permitted or required by law
- Seek guidance from your principal before using any new online educational tools that collect students' personal information
- Inform your supervisor, manager or principal when you become aware of a privacy breach or potential privacy breach, and participate in any resulting investigation

## DON'T

- collect more personal information than you need
- disclose personal information about your students unless it is necessary for education reasons, you have consent or are permitted or required to by law
- use identifiable photos or information about your students on social media without consent

## DISCLOSURE TO A CHILDREN'S AID SOCIETY

- If you suspect that a child under the age of 16 is in need of protection, you are required by law to immediately report the information to a children's aid society. If the child is 16 or 17, you may still report suspicions to a children's aid society, but you are not required to by law.

## DISCLOSURE TO LAW ENFORCEMENT

- Schools may sometimes be required by law to disclose information to law enforcement agencies, including police.
- A school is permitted to disclose personal information to a law enforcement agency to aid an investigation if it has a reasonable basis to believe an offence has occurred
- Teachers should always consult with principals in any case involving disclosure to law enforcement.

If you have any questions or concerns, please contact John Forte – Privacy and Risk Advisor at [john.forte@ncdsb.com](mailto:john.forte@ncdsb.com) or Andrea Penney – Coordinator of Information Management at [andrea.penney@ncdsb.com](mailto:andrea.penney@ncdsb.com)