PRIVACY TALKS

BEST PRACTICES FOR PROTECTING PERSONAL INFORMATION

- Familiarize yourself with your workplace policies.
- Treat all information about students as personal information that deserves protection under the law.
- Avoid casual sharing of students' personal information, even with colleagues.
- Restrict access to those employees that need the records or information to do their job.
- Ensure that sensitive and confidential information is not visible to the public.
- Encourage a clean desk policy to reduce the risk of exposing confidential information.
- Lock office and classroom doors and filing cabinets when not in use.
- Label filing cabinets, drawers, boxes and other storage containers to indicate they contain confidential information.
- Keep filing equipment or mailboxes behind a counter or other physical barrier separate from the public.
- Make sure fax machines and printers are in a secure area, and retrieve sensitive documents right away.
- When faxing sensitive information, double-check the recipient's number before dialing, and confirm receipt.
- Consult the school board's record retention schedule to find out how long to retain—and how to securely destroy—personal information.
- Where possible use shredders for the secure destruction of paper records.
- Position computer screens to prevent unauthorized viewing.
- Do not share/disclose personal passwords.
- Seek advice and direction from the school administrator if you are unsure about anything to do with personal information of students.

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