Niagara Catholic District School Board

PRIVACY POLICY

STATEMENT OF GOVERNANCE POLICY

600 – Business Services **Policy No. 600.6**

Adopted Date: June 20, 2017	Latest Reviewed/Revised Date: September 8, 2026

In keeping with the Mission, Vision and Values of the Niagara Catholic District School Board, the Board is committed to the confidentiality and protection of personal information in compliance with its statutory duties and responsibilities. Procedures used in the collection, use, disclosure, retention and security of confidential and personal information align with the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) the *Personal Health Information Protection Act* and all other applicable legislation.

All Board employees are responsible to protect and secure confidential and personal information in their custody. In the event of a privacy breach or suspected breach, employees will immediately notify their Supervisor and follow the steps in the Privacy Breach Protocol.

The Board designates the Chief Executive Officer as the head of Privacy for the purposes of the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and this policy. The Chief Executive Officer will delegate duties under MFIPPA to a role in the Board accountable for Privacy and Freedom of Information.

The Chief Executive Officer will issue *Administrative Operational Procedures* in support of this policy.

References

- ***Education Act and Regulations (R.S.O. 1990 c.E.2)***
- ***Immunization of School Pupils Act***
- ***Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)***
- ***Ontario Student Record Guideline, 2000***
- ***Personal Health Information Protection Act (PHIPA)***
- ***The Personal Information and Protection of Electronic Documents Act (PIPEDA)***
- ***Niagara Catholic District School Board Policies/Procedures/Protocols***
  - ***Educational Field Trips (400.2) AOP***
  - ***Electronic Communications Systems (Employees) Policy (201.12)***
  - ***Electronic Communications Systems (Students) Policy (301.5) AOP***
  - ***Ontario Student Record (OSR) (301.7) AOP***
  - ***Records and Information Management Policy (600.2)***
  - ***Video Security Surveillance (701.3) AOP***
  - ***Freedom of Information Request Protocol***
  - ***Records and Information Management Classification System and Retention Schedule***
  - ***Privacy Breach Protocol***

Adopted Date:	**June 20, 2017**
Revision History:	**December 20, 2022** ***September 8, 2026 *(Administrative Update)***