



Northeastern Catholic District School Board

PERSONAL INFORMATION MANAGEMENT

Administrative Procedure Number: APE024-1

1.3 Responsibility for privacy is shared among all employees who collect, use, destroy and/or disclose personal information as part of their duties.

2.0 SPECIFIED PURPOSES

2.1 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.

3.0 CONSENT

3.1 An individual's informed consent is required for the collection, use and disclosure of personal information, except where otherwise permitted by law. Consent is usually gathered at time of collection. Consent is not required for purposes authorized by statute, but notice of the collection is necessary.

4.0 LIMITING COLLECTION

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

4.2 As a best practice security measure, only the information that is necessary for the purpose identified will be collected.

5.0 LIMITING USE, RETENTION AND DISCLOSURE

5.1 The use, retention, and disclosure of personal information is limited to the spec



