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The Northeastern Catholic District School Board is committed to protecting the personal information under its care and control. The purpose of this policy is to maintain the right to an individuals' privacy of information that is collected, used, retained and disclosed for the purposes of school and/or board duties. The management of personal information collected is in accordance with the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), and the *Personal Health Information Protection Act* (PHIPA).

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*Education Act* (Regulation 521/01 *Collection of Personal Information*)  
*Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA)  
*Personal Health Information Protection Act* (PHIPA)  
Ontario Student Record (OSR) Guideline 2000  
NCDSB Administrative Procedure  
    APE024-1 Personal Information Management  
    APE024-2 Breach of Personal Information

Is the right or interest of an individual to control collection, use and disclosure of their personal information. Privacy is a legislated right and school boards are required to comply with provincial privacy laws.

A privacy breach occurs when personal information is compromised, that is, when it is collected, used, disclosed, retained, or destroyed in a manner inconsistent with privacy legislation.

Refers to measures designed to protect personal information regardless of media.

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- 1.0 The Director of Education is accountable for compliance with privacy legislation under the *Municipal Freedom of Information and Protection of Privacy Act*, and the *Personal Health Information Protection Act*.
  - 2.0 The purposes for which personal information is collected shall be specified, in conjunction with the legal authority for the collection, and the title, business address, and telephone number of an individual who can answer questions about the collection. Individuals shall be notified at or before the time that personal information is collected except where otherwise permitted by law.
  - 3.0 An individual's informed consent is required for the collection, use, or disclosure of personal information, except where otherwise permitted by law.

- 10.0 An individual has the right to challenge the accuracy and completeness of the information and request that it be amended as appropriate or to have a letter/statement of disagreement retained on file. An individual to whom the disclosure has been granted in the year preceding a correction has the right to be notified of the correction/statement. An individual is advised of any third party service provider requests for their personal information in accordance with privacy legislation.
- 11.0 Administrative procedures will accompany this policy and be reviewed regularly to ensure compliance with current regulations and requirements.