



Freedom of Information and Protection of Privacy

Date: 2021 02 26 / 2025 01 28

Administrative Procedures

The Municipal Freedom of Information and Protection of Privacy Act (the Act) establishes a general right of access to records held by municipal government, local agencies, school boards and commissions, using these principles:

- Any information held by government should, in general, be available to the public;
- Any exemptions from the right of access to information should be limited and specific;
- Any decisions relating to access to information can be reviewed by the independent Information and Privacy Commissioner of Ontario; and
- Any person may make a request for information held by a government institution covered by the Act.

1. Responsibilities

- 1.1 The Director of Education and/or designate is accountable for the Board's compliance with privacy legislation and will be the accountable decision maker in responding to Freedom of Information Requests.
- 1.2 The Treasurer of the Board will be responsible for the implementation of this policy and procedure.
- 1.3 The staff member assigned the duty of Privacy Officer will analyze Freedom of Information Requests and process by following the procedures as set out in the applicable legislation.

2. Expectations

- 2.1 Requests are made using the Freedom of Information Request Form, Appendix A.
- 2.2 Forms may be submitted in person or by mail to:

St. Clair Catholic District School Board
Attention: Privacy Officer
420 Creek Street
Wallaceburg, ON N8A 4C4



- 2.3 There is a \$5.00 mandatory application fee that must be paid when submitting a Freedom of Information Request. Please be advised the application fee cannot be waived and is non-refundable.
- 2.4 Additional Fees for searching, photocopying, severing, etc. may apply as outlined in Section 45 of the Act. A reasonable estimate of the additional fees shall be provided to the requester before access to a record is given.
- 2.5 The Board responds to requests within 30 days of receiving the form and application fee. Requests requiring an extensive search, a large number of records, and/or consultation with an external third party may require an extension to the 30 days. If an extension is required, you will be notified as outlined in Section 20 of the Act.
- 2.6 For more information, call the Privacy Office: privacy@sccdsb.net or call 519-627-6762.
- 2.7 Additional information about access to information may be obtained by visiting the Information and Privacy Commissioner of Ontario website.

3. Additional Information

- 3.1 The St. Clair Catholic District School Board is committed to the principles of equity and inclusive education, consistent with our Catholic teachings, which value and promote human rights and social justice in all Board policies, programs, guidelines, operations and practices.

References

Legislation

Education Act, Ontario: s266; and s171(38)
Municipal Freedom of Information and Protection of Privacy Act
Personal Health Information Protection Act; 2004 C. 3 Sch. A
Personal Information Protection and Electronic Documentation Act
Immunization of School Pupils Act, 1990

Other Related

Information and Privacy Commission of Ontario <http://www.ipc.on.ca/>
The Ontario Student Record Guideline
The Ontario School Boards and Authorities Privacy Standard
Office of the Privacy Commissioner of Canada: Youth Privacy
Sec B: Policy – Privacy
Sec B: Policy – Freedom of Information and Protection of Privacy

Appendix A

Request Form



under the *Freedom of Information and Protection of Privacy Act*/
Municipal Freedom of Information and Protection of Privacy Act

Please Note: A \$5.00 application fee is required for all requests.

Request for: <input type="checkbox"/> Access to General Records <input type="checkbox"/> Access to Own Personal Information <input type="checkbox"/> Correction to Own Personal Information	Name of Institution request made to: <div style="background-color: #e0e0ff; height: 40px; width: 100%;"></div>
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If request is for access to, or correction of, own personal information records:

Last name appearing on records: same as below, or:

<input checked="" type="checkbox"/> Mr. <input type="checkbox"/> Mrs. <input type="checkbox"/> Ms. <input type="checkbox"/> Miss <input type="checkbox"/> Other	Last Name: <div style="background-color: #e0e0ff; width: 150px; height: 20px;"></div>
First Name: <div style="background-color: #e0e0ff; width: 150px; height: 20px;"></div>	Middle Name: <div style="background-color: #e0e0ff; width: 150px; height: 20px;"></div>
Address: (Street/Apt. No./P.O. Box/R.R. No.) <div style="background-color: #e0e0ff; width: 150px; height: 20px;"></div>	City/Town: <div style="background-color: #e0e0ff; width: 100px; height: 20px;"></div>
Province: <div style="background-color: #e0e0ff; width: 50px; height: 20px;"></div>	Postal Code: <div style="background-color: #e0e0ff; width: 80px; height: 20px;"></div>
Telephone Number (Day): <div style="background-color: #e0e0ff; width: 150px; height: 20px;"></div>	Telephone Number (Evening): <div style="background-color: #e0e0ff; width: 150px; height: 20px;"></div>

Detailed description of requested records, personal information or personal information to be corrected. (If you are requesting access to or correction of your personal information, please identify the personal information bank or record containing the person information, if known.)

Note: If you are requesting a correction of personal information, please indicate the desired correction, and if appropriate, attach any supporting documentation. You will be notified if the correction is not made and you may require that a statement of disagreement be attached to your personal information.

Preferred method of access to records:	<input type="checkbox"/> Examine Original <input type="checkbox"/> Receive Copy	Signature: <div style="background-color: #e0e0ff; width: 100px; height: 20px;"></div>	Date: <div style="background-color: #e0e0ff; width: 60px; height: 20px;"></div>
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For Institution Use Only		
Date Received:	Request Number:	Comments:
<div style="background-color: #e0e0ff; height: 30px;"></div>	<div style="background-color: #e0e0ff; height: 30px;"></div>	<div style="background-color: #e0e0ff; height: 30px;"></div>

Personal Information contained on this form is collected pursuant to the Freedom of Information and Protection of Privacy Act/Municipal Freedom of Information and Protection of Privacy Act and will be used for the purpose of responding to your request. Questions about this collection should be directed to the Freedom of Information and Privacy Co-ordinator at the institution where the request is made.