

**ST. CLAIR CATHOLIC DISTRICT SCHOOL BOARD
POLICIES AND PROCEDURES
SECTION B: ADMINISTRATION**

PRIVACY	POLICY
EFFECTIVE: 2017 04 25	

POLICY STATEMENT:

The St. Clair Catholic District School Board collects, uses, retains and discloses personal information in the course of meeting its statutory duties and responsibilities. The Board supports the protection of privacy of personal information and compliance with all applicable provisions in the Education Act, the Municipal Freedom of Information and Protection of Privacy Act, the Personal Health Information Protection Act, the Immunization of School Pupils Act, the Personal Information Protection and Electronic Document Act and any other applicable legislation and related regulations.

POLICY GOALS:

1. To support the collection of personal information by the Board be limited to only when it is necessary in providing for: the education of students, the employment of school board employees; or as required and authorized by law.
2. To convey that the collection, use, and management of personal information obtained by the Board and third parties, on behalf of the Board, shall be in accordance with all applicable provisions of legislation and related regulations.
3. To communicate to individuals the right to access their personal information and have it corrected, if necessary.

DEFINITIONS:

Personal Information (MFIPPA: s 2.1) - Recorded information about an identifiable individual, including:

- a) Information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual,
- b) Information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved,
- c) Any identifying number, symbol or other particular assigned to the individual,
- d) The address, telephone number, fingerprints or blood type of the individual,
- e) The personal opinions or view of the individual except if they relate to another individual,
- f) Correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence,
- g) The views or opinions of another individual about the individual, and
- h) The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.