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| <i>BUSINESS AND BOARD ADMINISTRATION</i> | 3000 |
| PRIVACY AND INFORMATION MANAGEMENT POLICY | 3092 |

1. Rationale

Lakehead District School Board (LDSB) only collects personal information when it is necessary for the education of students, for the employment of LDSB employees or as required and authorized by law. Lakehead District School Board operates under the authority of the Education Act and its associated regulations.

The management of personal information collected by LDSB for these purposes is in accordance with the provisions of the Education Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Personal Health Information Protection Act (PHIPA), the Occupational Health and Safety Act (OHSA), and the Child, Youth and Family Services Act (CYFSA).

2. Policy

It is the policy of LDSB to collect, use, retain and disclose personal information in the course of meeting its statutory duties and responsibilities. Lakehead District School Board is committed to the protection of privacy.

3. Guidelines

The protection of personal information held by LDSB is guided by the following principles:

3.1 Accountability and Responsibility

Under MFIPPA, LDSB is responsible for the security of personal information under its custody and control and may designate individuals within LDSB who are accountable for compliance with privacy legislation.

Under PHIPA, LDSB is responsible for the security of personal health information under its custody and control and may designate individuals within LDSB as agents to assist with compliance to privacy legislation.

3.2 Specified Purposes

Lakehead District School Board shall identify the purpose(s) for which personal information is collected, and individuals shall be notified of the purposes and any other information required by law at or before the time personal information is collected.

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3.3 Consent

Personal information is collected for the provision of educational services to students and for the purpose of employment for staff and volunteers. The knowledge and, in some cases, the consent of an individual is required for the collection, use, retention, and disclosure of personal information, except where otherwise permitted by law.

3.4 Limiting Collection

Lakehead District School Board shall limit the collection of personal information to that which is necessary for its specified purposes in accordance with its statutory duties and responsibilities.

3.5 Limiting Use, Retention, and Disclosure

Lakehead District School Board shall not use, retain, or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as authorized or required by law. Lakehead District School Board shall retain personal information in accordance with the legislated requirements under the most appropriate Act and LDSB retention schedule.

3.6 Accuracy

Lakehead District School Board shall ensure that personal information is accurate, complete, and up to date in order to fulfill the specified purposes for its collection, use, disclosure and retention.

3.7 Safeguards

Lakehead District School Board shall ensure that personal information is secured and protected from unauthorized access, use, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information.

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4. Review

This policy shall be reviewed in accordance with 2010 Policy Development and Review Policy.

| <u>Cross Reference</u> | <u>Date Approved</u> | <u>Legal Reference</u> |
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| | May 26, 2015 | <i>Education Act</i> |
| | <u>Date Revised</u> | |
| | June 5, 2023 | <i>Municipal Freedom of Information and Protection of Privacy Act</i> |
| | | <i>Personal Health Information Protection Act</i> |
| | | Occupational Health and Safety Act |
| | | Child, Youth and Family Services Act |
| | | Ontario Student Record (OSR) Guideline |