



Policy Manual – Human Resources

H.M.04 Security Confidentiality and Protection of Personal Information

Policy Statement

It is the policy of the Hamilton-Wentworth Catholic District School Board (HWCDSB) to collect, use, retain and disclose personal information in the course of meeting its statutory duties and responsibilities.

Purpose

The HWCDSB only collects personal information when it is necessary for providing for the education for students and/or the employment of school board employees or as required and authorized by law. **Ontario's privacy laws define personal information as "recorded information about an identifiable individual."** This includes a person's name, address, gender, age, education or medical history.

The HWCDSB regards security and confidentiality of data and information to be of utmost importance and is committed to the protection of privacy of personal information for all staff, students, parents and guardians. The HWCDSB complies with all applicable provisions in federal, provincial and municipal legislation regarding the security and confidentiality of personal information. **The HWCDSB Security Confidentiality and Projection of Personal Information Procedure Guideline outlines details regarding use, best practices and the Confidentiality Agreement as it relates to this policy.**

Responsibility

Under the regulations outlined below, the HWCDSB is responsible for personal information under its control. Accountability for compliance with privacy legislation rests with the Office of the Director of Education.

Regulations

Ontario Education Act

Freedom of Information and Protection of Privacy Act (FIPPA, 2012)

Municipal Freedom of Information and Protection of Privacy Act (MFIPPA, 2007)

Personal Health Information Protection Act (PHIPA, 2004)

Full text versions of these regulations can be found at <http://www.e-laws.gov.on.ca>

Information and Privacy Commissioner of Ontario at

<https://www.ipc.on.ca/?redirect=https://www.ipc.on.ca/>

Related Policies

B.M.06 Video/Electronic Surveillance

A.17 Privacy Breach

Related Board Committee

Committee of the Whole

Policy Review Date

BM Original Policy Approved 24 June 2008

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To be reviewed every three years