



## **Policy Manual – Administration**

### **A.09 – Freedom of Information and Protection of Individual Privacy**

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*The mission of Catholic Education in Hamilton-Wentworth, in union with our Bishop, is to enable all learners to realize the fullness of humanity of which Our Lord Jesus Christ is the model.*

#### **Policy Statement**

The Hamilton-Wentworth Catholic District School Board (Board) is committed to the protection of information under its control and to the right of privacy of individuals with respect to personal information that is collected, used, disclosed and retained by the Board.

The Board will provide a right of access to information under the control of the Board in accordance with the principles that:

- (i) information held by the Board should be available to the public;
- (ii) necessary exemptions from this general right of access should be limited and specific; and,
- (iii) decisions on the disclosure of information should be reviewed independently of the institution controlling the information.

#### **Purpose**

**The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Freedom of Information and protection of privacy Act (FIPPA) and/or the Personal Health Information Protection Act (PHIPA) are legislative requirements that cover all municipal corporations, regional municipalities and local school boards.**

#### **Responsibility**

Director of Education

#### **Regulations**

- The Education Act and Regulations
- Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
- Personal Health Information Protection Act (PHIPA)
- Personal Information and Protection of Electronic Documents Act (PIPEDA)
- Ontario Student Record Guideline

#### **Related Board Committee**

Committee of the Whole

**Policy Review Date:**

BM Original Policy Approved 09 January 1990

Revisions: 07 November 1995, 01 October 2002, 21 June 2011, 01 March 2016,  
06 October 2020

To be reviewed every five years