

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

## PROTECTION OF AND ACCESS TO PERSONAL INFORMATION OF STUDENTS INCLUDING OSR'S

S 11.0  
NPS 5-99

### **POLICY:**

1. The fundamental position of the Board is as follows: to fulfill its obligations regarding the protection of and access to personal information of its students.
2. Pursuant to the above aim, the Board believes in the principle of confidentiality of personal information pertaining to its students, subject to powers of the Courts to compel the production of such documents.
3. Personal information may only be obtained as authorized in the Act and used for the specific purposes for which it is gathered. The management and safekeeping of such information is the responsibility of each designated employee. Confidentiality must be protected by each employee who is authorized to have access to this information for purposes such as personal educational program management, the provision of various educational services or administrative maintenance of the files.
4. Access to and/or copies of a student's personal information can be gained upon appointment during normal hours and is available to:
  - a. all students;
  - b. the student who is 16 or older or his/her agent with the specific written consent of the student;
  - c. the parent(s) or guardian(s) of a student who is less than 16 years of age or their agent with the specific written consent of the parent(s) or guardian(s);
  - d. the parent(s) or guardian(s) of a student who is 16 or older, with the specific written consent of the student;
  - e. supervisory officers, the principal and teachers of the student, para-professionals only with written consent from the 16 or older student or the parent(s)/guardian(s) of a student who is not 16 or older, and designated school office staff for administrative purposes only;
  - f. central administrative staff involved in the administration of a student records microfilming program or any other records retention program.

Note: In addition, under the Education Act, parents also have a right of access to their child's OSR if the child is under 18.

5. Each file shall be maintained in a comprehensible manner and shall contain a record of those employees who have had access to it, that would usually not have access.
6. Any specific personal or sensitive personal information on students shall be provided to the members of the Board only through the Director of Education, if required as part of the Trustees' decision-making function. Any information provided shall be supplied strictly in accordance with the Act.

# NIPISSING-PARRY SOUND CATHOLIC DISTRICT SCHOOL BOARD

<b>PROTECTION OF AND ACCESS TO PERSONAL INFORMATION OF STUDENTS INCLUDING OSR'S</b>	<b>S 11.0 NPS 5-99</b>
<p>7. Any personal information of a student that is no longer required for administrative purposes and its retention is not regulated by any statute, may be destroyed in a confidential manner (i.e. shredding).</p> <p>8. For the implementation of this policy, <u>"A Guide to Ontario Legislation covering the release of Students' Personal Information"</u> will be strictly followed.</p> <p><b><u>ADMINISTRATIVE PROCEDURES:</u></b></p> <p><b><u>PURPOSE</u></b></p> <p>1. To provide a procedure for managing formal applications for access to personal information of Board students made under the Education Act or the Municipal Freedom of Information and Protection Privacy Act and fulfill our obligations under these Acts.</p> <p><b><u>PROCEDURE</u></b></p> <p>1. All requests for access to personal information of a student of the Board, made under the Education Act, will be passed to the principal's office or guidance department of the school the student is attending or the school the student last attended.</p> <p>2. Any <u>written</u> applications for access to personal information of a student, made under the Municipal Freedom of Information and Protection of Privacy Act, will in the first instance be passed to the Director of Education's office for registration and then returned to the school for response. A copy of all the pertinent documentation produced as a response will be sent to the Director of Education.</p> <p>3. Access to or release of personal information of a student may be granted for compassionate, health or safety reasons without the written consent of either the student who is 16 or older or the parent(s) or guardian(s) of a student who is not 16 or older.</p> <p>4. The decision for authorizing the board to board transfer of an OSR or a copy of its information will be made by the principal as stipulated in the current Ontario Student Record Guideline.</p> <p>5. An individual whose request for access to a student's OSR, made under the Education Act, is denied shall be advised of the right and process of appeal.</p> <p>6. Any written application for access to a student's OSR, made under the Freedom of Information and Protection of Privacy Act, that is denied shall, as soon as possible, be directed to the Director of Education prior to release to the individual who made the request. A documented reason for the denial will accompany the access request. The documentation shall be reviewed and the individual who made the request shall be notified in writing of the decision and of the right and process of appeal.</p>	