



FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

1.0 Rationale

District School Board Ontario North East acknowledges its responsibilities regarding the access to records and protection of privacy under the Municipal Freedom of Information and Privacy Act (M.F.I.P.P.A.) This procedure gives further details on how the Board carries out its obligations under the Act.

2.0 Definitions

Consistent Purpose: Personal information is to be used or disclosed only for the purpose for which it was collected and for which the individual might reasonably expect it to be disclosed.

Institution: For the purpose of the Act “institution” includes a School Board

Commissioner: The Information and Privacy Commissioner means the Commissioner appointed by the legislation to perform the duties prescribed by the Acts under section 4(1) of the Freedom of Information and Protection of Privacy Act.

Personal Information: Under M.F.I.P.P.A. section 2(1), “personal information” means recorded information about an identifiable individual including:

- a) Information related 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 medical, psychiatric psychological, criminal or employment history of the individual;
- 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 views 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.

Professional Information: Under M.F.I.P.P.A. section 2 (2.1) personal information does not include the name, title, contact information or designation of an individual that identifies the individual in a

business, professional or official capacity.

Record: Under M.F.I.P.P.A. section 2(1), “record” means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise and includes, correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine readable record, or any other documentary material.

3.0 Policy

District School Board Ontario North East is committed to protecting the personal information under its control and to complying with privacy legislation. The Board subscribes to the following underlying principles of the Act as follows:

1. Public information held by the Board, covered by legislation, shall be available to the public;
2. Exemptions from the right of access to information should be limited and specific;
3. All personal information shall be protected from unauthorized disclosure.

Pursuant to section 3(2) of the Act, District School Board Ontario North East acknowledges that the Director or his/her designate shall serve as “Head” for all purposes outlined in the Act.

Pursuant to the requirements listed in sections 25 and 34 of the Act, the Head shall cause to make available for public inspection an index of all general records and personal information banks in custody or under the control of the Board.