POLICY IT-02

PRIVACY AND RECORDS INFORMATION MANAGEMENT	
Superintendent Responsible: Associate Director of Curriculum & Student Achievement	**Initial Effective Date:** 2018/01/29
Last Updated: 2026/04/27	**Next Review Date:** 2030/04/27

Objective:
The Grand Erie District School Board (Grand Erie) is committed to the protection of personal information and management of records information to which it is entrusted and to the individual's right of privacy regarding personal information that is collected, used, disclosed, and retained within its care and custody.

Policy Statement:
Grand Erie complies with all applicable provisions under the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Personal Health Information Protection Act (PHIPA)*, the *Education Act*, including the *Ontario Student Record Guidelines*, and the *Personal Information and Protection of Electronic Documents Act (PIPEDA)* and such other relevant statutes and regulations of the Province of Ontario and the Government of Canada.

Grand Erie commits to follow a national standard called the *Canadian Standards Act* (CSA) Model Code for the protection of personal information which is comprised of 10 Fair Information Principles grounded in legislation.

The Chief Executive Officer (CEO) shall serve as Freedom of Information Head for all purposes outlined in the *Municipal Freedom of Information and Protection of Privacy Act*, in accordance with s.3(1) and the Privacy Officer as Freedom of Information Coordinator, in accordance with s.49(1). The CEO shall be informed of any privacy concerns.

References
- *Education Act, R.S.O. 1990, c.E.2*
- *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*
- Ontario Student Record (OSR) Guideline 2000
- Ontario Student Record Procedure (SO-104)
- *Personal Health Information Protection Act (PHIPA)*
- *Personal Information Protection and Electronic Documents Act (PIPEDA)*
- Privacy Breach Response Procedure (IT-003)
- Volunteers Procedure (SO-126)
- **The position of Head of Institution was delegated to the Director of Education in a Board motion September 17, 2012.*