



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

POLICY STATEMENT

FREEDOM OF INFORMATION AND PROTECTION OF PRIVACY

Rationale

It is the policy of the Algonquin and Lakeshore Catholic District School Board to collect, use, retain and disclose personal information in the course of meeting its statutory duties and responsibilities. The Board is committed to the protection of privacy and complies with all applicable provisions in the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act*, the *Personal Health Information Protection Act*, and any other applicable legislation.

Guiding Principles

The Algonquin and Lakeshore Catholic District School Board 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 necessary to the proper administration of the School Board, or as required and authorized by law. The Board operates under the authority of the *Education Act* and its associated regulations.

The management of personal information collected by the Board for these purposes is in accordance with the provisions of the applicable legislation.

References

Education Act and Regulations

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

Personal Health Information and Protection Act (PHIPA)

Administrative Procedures

Freedom of Information and Protection of Privacy Administrative Procedures

Approved: May 28, 2013

Revised: November 7, 2017