



# Huron-Superior Catholic

## DISTRICT SCHOOL BOARD

### PROCEDURAL GUIDELINES FREEDOM OF INFORMATION

#### ACCESS TO GENERAL OR PUBLIC RECORDS OF THE BOARD:

1. In general, the board is open in all of its operations and provides the public access to information under the board's custody and control, except for restrictions under the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Personal Health Information Protection Act*, and any other applicable legislation as it relates to privacy.
2. All public information retained in electronic, hard copy or other media is the property of the board. The management and safekeeping of such files is the responsibility of the Director of Education; this responsibility may be delegated to specific supervisory officers, principals, managers, or other designated persons.
3. Formal access to public information can be obtained by forwarding a written request, on the appropriate form, to the Manager of Human Resources, who shall in accordance with established procedures in the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Personal Health Information Protection Act*, and any other applicable legislation as it relates to privacy, cause a response to be generated within thirty days of receiving the request.

#### COLLECTION, PROTECTION OF, AND ACCESS TO PERSONAL INFORMATION OF PRIVATE INDIVIDUALS, INCLUDING EMPLOYEES:

1. In accordance with the *Municipal Freedom of Information and Protection of Privacy Act*, hereafter referred to as "the Act", employees of the board responsible for collecting personal information on private individuals will do so in accordance with the Act. They will, to the best of their abilities and knowledge, ensure the accuracy of that information.

2. The board shall make reasonable efforts to safeguard the confidentiality of personal information pertaining to private individuals, subject to the powers of a Court of Law 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 the purposes for which it was collected.
4. Access to an individual's personal information must be obtained through written submission and/or gained during normal business hours, upon appointment. This information is available to:
  - a) The individual, who, if accessing original documentation, shall do so in the presence of the Manager of Human Resources or designate;
  - b) Other parties (e.g., legal counsel for the individual) with the specific written consent of the individual. These parties may access personal information in an original form while in the presence of the Manager of Human Resources or designate;
  - c) An employee's principal, or in the case of administrative and support staff, the supervisor; and
  - d) Supervisory officers or the board's legal counsel, subject to the approval of the Director of Education.
5. Copies of personal information will only be provided to the individual or his/her agent with the specific written consent of the individual. A printed and/or electronic record of all such transactions may be kept in the appropriate board facility.
6. No personal information regarding individuals shall be provided to the members of the board unless required by the Trustees to fulfill their duties. Any information provided shall be supplied strictly in accordance with the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*, the *Personal Health Information Protection Act*, and any other applicable legislation as it relates to privacy.
7. Any personal information of a private individual that is no longer required for either administrative, financial, legal or historical purposes and its retention is not regulated by any statute, will be destroyed in a confidential manner (i.e., shredding).