

# STUDENT PRIVACY

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## 1.0 Some general rules:

- 1.1 Collect only as much personal information as you need to do your job.
- 1.2 Collect information directly from individuals, or for students under 18, directly from their parents or guardians - not from third parties.
- 1.3 Explain why you need to collect the information and exactly how it will be used.
- 1.4 Get consent from students, or for students under 18, from parents, for the collection, storage and use of personal information.
- 1.5 Store personal information securely. Keep hard copies under lock and key, such as in a locked filing cabinet; keep electronic documents on a password-protected computer. A clean desk will help prevent sensitive information being misplaced or stolen.
- 1.6 When in doubt, ask for advice from the school Principal or the Board staff member in charge of privacy. (Ontario law requires every Board to have one such contact person.)
- 1.7 When you no longer need the personal information to do your job, destroy it by shredding paper documents or securely erasing electronic ones.

## 2.0 OSRs

- 2.1 All information in an OSR must be kept strictly confidential.
- 2.2 Students at any age have the right to access their records, as do their parents.
- 2.3 Teachers only have the right to access a student's OSR for the purpose of "improvement of instruction"
- 2.4 Teachers who willfully disclose personal information can incur a fine of up to \$5,000.00. Parents can also seek a remedy in the courts.
- 2.5 Any notes made by a teacher about a student are deemed to be the property of the School Board. (This includes day books and other property usually considered by the teacher to be personal.)
- 2.6 Students should also be educated about their responsibilities under MFIPPA regulations. They should not be sharing information about fellow students or teachers on MySpace, Facebook, Bebo or other such sites.