

Scope

This document sets out the legal authority, routine uses and contact information as related to the collection, use and disclosure of personal information by the Halton District School Board (HDSB). It is intended to constitute broad notification about personal information handling practices of the board to parents, students and other interested parties about whom the HDSB may collect personal information in the course of fulfilling its educational mandate.

Legal Authority

The Halton District School Board (HDSB) is an English-language public district school board pursuant to the *Education Act*, R.S.O. 1990, c. E.2. It is also an institution identified in the *Municipal Freedom of Information and Protection of Privacy Act*, R.S.O. 1990, c. M-56 (MFIPPA). Under certain circumstances individuals employed by the HDSB are Health Information Custodians as defined and regulated by the Personal Health Information Protection Act 2004, S.O. 2004, c.3 Sch. A (PHIPA). These Acts, their regulations, administrative law decisions, policies, standards and best practices, as well as HDSB policy and procedures, guide the information handling practices of the school board.

Pursuant to MFIPPA personal information may be collected by the HDSB for the purpose of providing educational and ancillary services or on consent. Under MFIPPA personal information may be used or disclosed by HDSB as follows:

- for the purpose for which it was obtained or a consistent purpose
- to board officers or employees who need access to the information in the performance of their duties if necessary and proper in the discharge of the board's authorized functions
- to comply with legislation, a court order or subpoena or to aid in a law enforcement investigation conducted by a law enforcement agency;
- in compelling circumstances affecting health or safety; and
- on consent.

Routine uses of personal information:

HDSB collects, uses and discloses personal information about students, parents and other parties in accordance with the law and for purposes related to the provision of education and ancillary services. The authority for the collection, use and disclosure of personal information is derived from the Education Act. The process for collection, use and disclosure is identified in MFIPPA.

The broad purposes for which personal information is collected, used and disclosed by HDSB include the following:

Student records and education

- To assess and evaluate student achievement, create and maintain Ontario Student Records, transcripts and progress reports for each student;
- For research purposes, to improve student instruction;
- To promote student health, well-being and safety;
- To facilitate educational activities via IT partnerships and contracts (e.g., Google apps for education, student/parent/teacher portal, the Synervoice home notification system, Library and Student Information systems);
- For special education and student services designed to support exceptionalities;
- For field trips, extracurricular activities and community/school events;
- For transportation; and
- For purposes related to the regular operational requirements of the educational and administrative functions of schools and the school board.

Promotional uses

- For promotional uses (e.g., newsletters and web pages); and
- For inclusion in social media feeds (e.g., Twitter).

Reporting to the Minister of Education

- To provide information to the Ministry of Education as required under the Education Act.

For compliance under the laws of Canada and Ontario

- As required, to the police and judicial system;
- As required, for public health and safety (e.g., surveillance video, reporting of suspected or actual child abuse, reportable communicable diseases); and
- For emergency and compassionate purposes, as required.

Consistent purposes

HDSB is permitted to use personal information that it collects for other purposes under certain circumstances so long as the new purpose is consistent with the original purpose and it is something the parent or student might reasonably expect.

Additional information and resources

Questions about the information handling practices of the Halton District School Board may be directed to your school Principal or to privacy@hdsb.ca.