

Appendix A

Notification of the Collection and Use of Student Personal Information

Legal Authority for Collection of Student Personal Information

The purpose of this communication is to notify you of how the Durham District School Board and your school use the personal information you provide to us in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA). The MFIPPA is a law that sets guidelines that schools and district school boards must follow when this collecting, using and/or and disclosing students' personal information. Under this Act, personal information refers to recorded information about an identifiable individual.

The Education Act sets out duties and powers of the Board and authorizes school boards to collect personal information for the purpose of planning and delivering educational programs and services which best meet students' needs and for reporting to the Minister of Education as required. This Act requires that the school principal maintain an Ontario Student Record (OSR) for each student attending the school. The OSR is a record of a student's educational progress through school in Ontario and follows students when they transfer schools. The Ontario Student Record Guideline sets out how record is to be managed. The Durham District School Board adheres to this OSR guideline.

Purpose of Collection of Student Personal Information

Under the MFIPPA, personal information may be used or disclosed by the Durham District School Board:

- for the purpose for which it was obtained or a consistent purpose (a purpose consistent for the reason collected);
- 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; and,
- in compelling circumstances affecting health or safety (providing notice of the disclosure is sent to the student's home).

Where Consent is Required

Prior to releasing confidential information for any other purpose, the school will seek informed consent from the parent/guardian for children under 16 years of age, from the parent/guardian and the student where the student is 16 and 17, and from the student where the student is over 18 or the student is 16 or 17 years of age and has withdrawn from parental control, in accordance with both MFIPPA and the Education Act.

It is our practice to include a notice statement on forms used to collect personal information to advise you how we will use and disclose the information.

Routine Uses and/or Disclosures of Student Personal Information

To help you understand how we use the information you provide to us, we draw your attention to the following routine uses and/or disclosures of student personal information so that you may express any concerns you may have regarding the release and sharing of the information:

Please communicate any concerns you have with regards to the sharing of personal information in any or all of the following circumstances by contacting the school principal as soon as possible.

The following will apply unless a written objection is filed with the Principal and an alternative resolution can be found.

- The student's OSR information and achievement data will be used by school and board staff to support the classroom teacher in developing an educational program which best meets the student's needs. Staff working with the classroom teacher or directly with the student may include individuals working in areas such as Special Education, guidance counseling, student success, SERT, Educational Assistant, school administration, staff members of the school improvement team, etc.
- In keeping with the requirements of the *Education Act* and the *Personal Health Information Protection Act*, informed consent will be sought prior to conducting intelligence or behavioural tests, or prior to the involvement of Psychological, Speech and Language or Social Worker staff.
- Secondary schools will receive information about registered Grade 8 students in advance of the student attending the secondary school to help establish an appropriate program for the student.
- The secondary school will share information about each student's progress through secondary school with the student's previous elementary school to support continuous improvement of the elementary school program for all students.
- Student home addresses may be released to the Durham Student Transportation Services and the contracted bus company responsible for transporting students to and from school in order to administer the Board's contracted bus program.
- School activities may be reported in school and Board newsletters, and on school and Board websites. Individual students will only be photographed, recorded (audio/video) and identified with appropriate consents.
- The media, such as newspapers, web-based news services, television and radio, may be invited to the school for the purpose of reporting on newsworthy events or activities such as graduations, student achievements/awards, and current events. Their reports may include non-identifying photos of groups of students. Individual students would only be photographed or identified with appropriate consent. This consent may be given by way of the check box on the back of the **Student Registration** form, or in the case of more in-depth media coverage, a separate consent form will be sent home to parents.

- Parents/guardians/adult students shall be aware that when students participate in extra-curricular or non-compulsory activities off school grounds, the school principal is unable to control or prevent any media exposure which may occur.
- Students may be recorded (video or audio) or photographed by their classroom teacher in school or during school activities as part of their educational program. Photos may be shared with the class and parents as appropriate.
- Students may participate in video conferencing (a technology which allows for two or more locations to interact via simultaneous two-way video and audio transmissions) to support the classroom program. Conferences may be organized with students in other DDSB schools, students in other countries and or as virtual field trips.
- Phone numbers will be used on telephone lists. Examples include:
 - emergency contact lists to facilitate contact with parents during emergencies (e.g., inclement weather);
 - safe arrival programs, which may be staffed by parent volunteers, to contact parents where a student is absent and the parent/guardian has not notified the school of the absence;
 - volunteers, authorized by the Principal, to contact parents regarding school-related activities which benefit the student and the school community and require parent involvement.
- Parents/guardians/adult students are asked to complete Student Medical/Health Data forms for the purpose of developing a medical emergency plan for the student or Administration of Medication in School forms for the purpose of administering medication to the student. Medical emergency plans may be provided to school staff and the Durham Student Transportation Services and/or contracted bus operators to aid in a medical emergency.
- In compliance with the Personal Health Information Protection Act, student health numbers (OHIP) will not be collected; however parents/guardians/students may be invited to volunteer such information for students going on field trips to facilitate medical services if needed.
- Student work (i.e. Artwork, written creations, video and audio creations, and online creations) including student names, may be displayed in the classroom or in school hallways, or may be shared with the public events such as school and board newsletters, web applications, writing/colouring/poster contests, community events, fairs, and similar events/locations outside the school setting.
- Student accidents that take place during school or on school-sponsored activities will be reported to the DDSB insurer. Reports include the name of the injured student(s) and details about the incident as well as the name and contact information of witnesses to the accident.
- Birthday congratulations may be announced over the PA system and/or in the classrooms.

- Class lists with student first names and last initial only may be distributed to other parents for the purpose of addressing greeting cards or invitations in connection with holidays, birthday parties, etc.
- Surveillance equipment may be used in schools and on buses to enhance the safety of students and staff, to protect property against theft or vandalism, and to aid in the identification of intruders and of persons who endanger the health, wellbeing or safety of school community members.
- Student names and/or photographs may be printed in school programs (e.g. commencement or graduation programs, school plays and musical productions, student awards, academic and athletic awards and plaques, school brochures, honour roll and classroom assignment during school and semester start up) and in school yearbooks.
- Student names, school, and classroom designations may be shared with board-approved third party web 2.0 providers for the purposes of registrations and authentications.
- Student work may be stored on board approved third party web 2.0 servers for the purposes of on-line student collaboration, creation and presentation.

Questions regarding the information contained in this notification may be addressed to one or more of the following:

1. School Principal: [SCHOOL MAILING ADDRESS AND PHONE NUMBER]
2. Privacy Officer: 400 Taunton Road East, Whiby, ON L1R 2K6, foi.privacy@ddsb.ca, 905-666-5500