

Policy Title	Privacy Policy		
Date of Issue	January 24, 2006	Related Procedure	AP 1408-D
Revision Dates	February 21, 2012 (rev. Rationale-Strategic Plan)	Related Forms	
Review Date	January 1, 2011	Originator	Board of Trustees
References			
Municipal Freedom of Information and Protection of Privacy Act Personal Health Information Protection Act Ontario Student Record (OSR) Guideline 2000 and Bluewater District School Board Ontario Student Record Procedures 2004			

Policy:

RATIONALE

Bluewater District School Board Policies will support and provide direction necessary to achieve the Board's Vision, Mission and Strategic Plan priorities.

Bluewater District School Board respects and promotes the protection of privacy of all staff and students. As a designated institution under the Municipal Freedom of Information and Protection of Privacy Act the Board is permitted to collect and use personal information that has been directly collected from individuals as long as the individuals have been notified of the collection.

Information that has been collected may be used to process applications, payroll, student information management systems (Trillium) as well as other uses as directed by Board policies and procedures. The Board takes the issue of confidentiality very seriously and values and respects the privacy of all individuals.

POLICY

It is the policy of Bluewater District School Board to recognize and accept its responsibility under the *Municipal Freedom of Information and Protection of Privacy Act* and other privacy legislation as applicable. The Board further commits that personal information will not be used or disclosed for purposes other than those for which it was collected except with the consent of the individual or as required by law.

In the administration of the *Act* Bluewater District School Board is committed to ensuring the availability, to the public and to individuals, all records to which they have specified rights under the *Act*, while protecting the privacy of individuals for whom records exist and are under the control of the Board.