

 <p>Jarvis Community Christian School SCHOOL POLICY BINDER</p>		POLICY NUMBER 807	PAGE NUMBER 1 of 2
		TITLE: Freedom of Information and Protection of Privacy	
		DATE OF APPROVAL: November 17, 2009	
PREVIOUS REVISION DATES: Dec 2016		SIGNATURE OF CHAIRMAN:	
LAST REVIEWED: 2020	REVIEW MONTH: Nov. of even numbered years	Shaun Salverda	

Policy Statement

Jarvis Community Christian School respects the right to privacy and is committed to upholding the confidentiality and security of personal information. We have developed practices to ensure this commitment is carried out in a responsible manner.

This privacy policy follows the spirit and guidelines of the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA) and the *Personal Health Information Protection Act (Ontario)*.

Jarvis Community Christian School collects, retains, and discloses certain personal information in order to provide the best Christian education possible. To protect your privacy we are committed to honouring the following principles:

Accountability

At Jarvis Community Christian School the principal is responsible for implementing the privacy policy for staff, students, parental/guardian contact, and society members. This information will be kept in a locked filing cabinet or will be protected by a password on office computers.

Identifying purposes

The purposes for which personal information is collected will be identified before or at the time of the collection of the information.

Consent

Based on the reasons provided for collecting personal information, each individual's consent will be obtained for the collection and disclosure of that information.

TITLE	POLICY NUMBER	PAGE 2 of 2
Freedom of Information and Protection of Privacy	807	Effective 17/11/2009

Limiting collection

Personal information collected will be limited to that which is necessary for the purposes identified.

Limiting use, disclosure and retention

Personal information will only be used and disclosed for the purposes for which it was collected and for which consent has been obtained. Personal information will only be retained for as long as is necessary for the fulfillment of these purposes.

Accuracy

Personal information shall be kept as accurate, complete, and up-to-date as is necessary to fulfill the purposes for which it is to be used.

Safeguards

Personal information will be protected by appropriate safeguards to prevent unauthorized access or uses.

Open policy

Jarvis Community Christian School will readily make available its policies and practices regarding the protection of personal information.

Individual access

An individual has the right to access files containing personal information, and may challenge the accuracy and completeness of the information. Incorrect or incomplete information will be promptly corrected or deleted.

Questions and concerns

Please contact the principal if you wish to discuss our policy and procedures relating to the protection of personal information.

Definition:

Personal information is defined as, "any information about an identifiable individual except the name, title, business address and business phone number of an employee."

Personal information therefore, may include an individual's home address, gender, age, ethnic origin, race, ID numbers, financial and credit information, personal health information, consumer preference information, religious affiliations, donation history,

travel history, personal habits, personal interests, and personal history. (From *Fasken Martineau Client Notice* – April 2003.)

Special thanks to Cheryl Webb at Hamilton District Christian High for her assistance in developing and sharing this policy.