

Notification of the Routine Collection, Use & Disclosure of Student Personal Information

The Halton Catholic District School wants parents to understand how we use and disclose student personal that is collected pursuant to our obligations set out in the Education Act and in accordance with the *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*.

The Education Act authorizes school boards to collect personal information, for planning and delivering educational programs and services which best meet students' needs and for reporting to the Minister of Education as required. The "Act" also 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 throughout school in Ontario and follows students when they transfer schools.

Under the MFIPPA, personal information may be used or disclosed by the Halton Catholic District School Board (The 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).

The following are routine collection, uses and disclosures of student personal information:

1. Student personal information, including the OSR will be used by authorized school and Board staff for developing an educational program which best meets the student's needs.
2. Information about your student may be shared between both elementary and secondary schools to support the transition of the student.

3. Secondary schools will share information about student progress throughout secondary school with the students' previous elementary school to support continuous improvement of the elementary school program for all students.
4. Student personal information such as home address, photo, life-threatening medical emergency information, accessibility and safety needs and emergency contact information will be released to the Halton Student Transportation Services (HSTS) and the contracted bus companies responsible for transporting students in order to administer the Board's contracted transportation program.
5. Student accidents that take place during school or on school-sponsored activities will be reported to the Board 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.
6. Student information may also be shared with the Region of Halton Public Health Dept. in accordance with the Immunization of School Pupils Act. Please note that communicable diseases (e.g., Measles, Tuberculosis) are reported in accordance with the Health Promotion and Protection Act. Limited student information related to violations of the Smoke Free Ontario Act may also be reported to the Public Health Department.
7. Student information may also be shared with the Halton Children's Aid Society as required by law.
8. Student information may also be shared with medical responders and/or the hospital, when responding to a medical emergency.
9. Phone numbers will be used on emergency 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 when a student is absent, and the parent/guardian has not notified the school of the absence.
10. Information may be used to deal with matters of health and safety and may be required to be disclosed in compelling circumstances, or for law enforcement matters.
11. Student work, including student names, may be displayed in the classroom or in school hallways, or may be shared with the public through science fairs, school and Board newsletters, writing/coloring/poster contests, community events, fairs, school

programs, brochures, celebration of sacraments and similar events/locations outside the school setting, with consent.

- 12.** Birthday congratulations may be announced over the PA system and/or in the classrooms, in elementary schools.
- 13.** Students may be recorded or photographed by their classroom teacher in school or during school activities, as part of their educational program and for assessment purposes with appropriate consent.
- 14.** Contracted photographers will take individual and class photos of students. These photos along with student names will be used for administrative and archival purposes, on student cards, in school yearbooks and will be offered to parents for purchase.
- 15.** Limited student information will be provided to the Local or Provincial Athletic Associations for sports team eligibility (e.g. HCAA, GHAC, OFSAA, BYSC) when your student joins a sports team.
- 16.** Secondary schools will send marks, transcript and contact information regarding potential graduates to Ontario application centers for both College and University to support the post-secondary application process.
- 17.** 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 assignments) and in school yearbooks (print & digital) with the appropriate consents.
- 18.** Video surveillance equipment may be used in schools and on Board provided bus services to enhance the safety of students and staff, to protect property against theft or vandalism, and to aid in the identification of intruders.
- 19.** Indigenous ancestry information of First Nation, Métis and Inuit students who chose to voluntarily, self-identify will be used to allocate resources, improve student learning and student success, and to offer individualized supports and opportunities to students and families. Indigenous information will also be reported to the Ministry of Education and the Education Quality Accountability Office (EQAO).

20. Student names, date of birth, student number and classroom are shared with School Cash Online, so parents may remit payment for student activities electronically.
21. As part of the Board's commitment to 21st century learning, students, with the supervision of the classroom teacher, will be using Ministry and Board approved tools in the classroom. Within these environments, students may use wikis, blogs, podcasts, video conferencing and surveys. The Board supports the following tools; G-Suite for Education, Desire to Learn (D2L), Microsoft Office 365, My Blueprint, and School Messenger.
22. Students will be provided with a HCDSB email account in accordance with Board guidelines.
23. If appropriate, information will be shared with the Board's newcomer Welcome Centre, Interpreters and Settlement Workers.
24. As required by the Personal Health Information Protection Act (PHIPA) and Education Act, parental/guardian consent will be sought prior to the involvement of child and youth counselors, social workers, psychological, behavioral and/or speech and language staff.
25. In accordance with MFIPPA, PHIPA and the Education Act, releasing personal information for any other purpose requires the informed consent of:
 - the parent/guardian for children under 16 years of age;
 - the parent/guardian and the student where the student is 16 and 17;
 - the student where the student is over 18 or is 16 or 17 years of age and has withdrawn from parental control.

If you have any concerns regarding how we collect, use and disclose personal information, please speak directly to your school principal. The above will apply, unless in discussion with the principal an alternative resolution can be found.