



STUDENT PERSONAL INFORMATION ROUTINE USES AND/OR DISCLOSURES

If you have any questions about this notice contact your principal or the Privacy Information Management Officer, ext. 4979.

The Rainy River District School Board keeps **personal information to provide education services**. Some examples of personal information are names, addresses, phone numbers, and dates of birth.

School boards have a duty under provincial law to protect personal information (*Municipal Freedom of Information and Protection of Privacy Act*). The *Act* requires that parents/guardians of students under the age of 16 (and students 16 years of age and older) be informed about how their personal information is used, disclosed, and maintained.

All students have an **Ontario Student Record (OSR)**. The OSR is the record of a student's educational history and progress in Ontario. The school principal is responsible for the OSR. In addition to the OSR, we maintain secure electronic student records that contain personal information.

Information shared without notification

We will disclose your child's and/or your personal information **without further notification to you** in the following ways:

- **If your child suffers from a life threatening medical condition**, a Life Threatening Management and Prevention Plan will be developed and shared with appropriate staff and transportation services.
- **The Board provides the Northwestern Health Unit** with students and parents names, addresses, telephone numbers, and students' dates of birth for the medical officer of health, as required in the *Education Act*.
- **Secondary schools will**
 - Receive information in advance about incoming grade 8 students
 - Share information about individual student's progress with the student's previous elementary school
 - Send information about potential graduates (contact information, marks, and transcripts) to the Ontario College Application Services and the Ontario Universities Application Centre
- **Names and phone numbers** may be shared with school approved volunteers or parents for safety and information purposes.
Examples include:
 - Emergency contact lists
 - Safe arrival programs
 - School-related notices
 - Safety patrol lists
- **Student names and/or photographs** may be printed in school programs for plays and musical productions, on student awards and plaques, and in school yearbooks. Some schools may display the names and/or photos of graduating students in their school.
- **Student names** may be included on their work displayed in classrooms or in hallways.
- **Video Recordings:**
 - **The Board uses surveillance equipment** in some schools and on buses for safety reasons and property protection. The recording may be shared with authorities if necessary according to Board policy.
 - **Video Recording or Photographs:** Board staff and board-approved professionals may **record or photograph** students in school or during school activities as part of their education program or for assessment. Informed consent is required to share this information outside of the school.

- **Sharing Information with Agencies Working for the Board**

Personal information may be shared with approved agencies that assist the Board in providing educational services. Examples include but are not limited to:

- Transportation services (Rainy River District Transportation Services Consortium) to identify students who qualify for busing
- The Board insurance company and the Ministry of Labour if an **accident** takes place during school and/or on school-sponsored activities
- Automated telecommunications provider to notify parents of upcoming events or that their child is absent from class
- School photographers who take individual and class photographs to sell to parents and students, for student identification cards, and for school records
- Vendors who provide specialized equipment, resources, and training for special needs students
- Agencies endorsed by the Ministry of Education for online learning (e-Learning, Homework Help, Desire2Learn)
- Ontario Federation of School Athletic Association (OFSAA) for secondary students who participate on athletic teams
- Agencies endorsed by the Board who provide online school administrative tools that assist schools with bookkeeping requirements

Information for the General Public

Newspapers, television, and radio stations may be invited to schools to report on activities such as graduations, student achievements/awards, and current events. Their reports may include only non-identifying photos of groups of students. Students are only **photographed and/or identified with informed consent**.

***Note:** If photography or video recording is permitted during events open to the public, such as school concerts or sporting events, it is generally not possible for the Board to control the use of such recordings. However, we kindly remind anyone who may be taking pictures that they are respectful of the privacy rights of anyone they may capture in their recording and that they not share them in any way without the consent of the individual or if the individual is under the age of 16 the consent of their parent or legal guardian.*

When informed consent is required

Listed below are some examples of where informed consent **is required** before sharing or disclosing information:

- To school-based Psychological Services Staff (including Child and Youth Counsellors), Social Workers, and Communication, Language and Speech Services staff
- When photographs or videos are taken for educational purposes and are to be shared outside the school
- When students participating in video conferences (two-way video and audio transmissions)
- When publicly displaying student work that includes their name
- When identifying students by name and/or photograph in school newsletters and on class, school and/or board websites

If you have concerns or questions about any of the information described above, please contact the Privacy Information Management Officer.

What is informed consent?

To protect privacy, no personal information is provided to the public without informed consent. A parent/guardian gives informed consent when they agree to the sharing of personal information, understand what will be shared, for what purposes it will be used, and who will receive the information.