

POLICY

SUBJECT: Release of Personal Information
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The Municipal Freedom of Information and Protection of Privacy Act requires that all personal information be maintained in a secure manner and not released without proper authorization.

It is the policy of the Lambton Kent District School Board that personal information on employees and students, and exempt records under the Act, shall not be released to third parties unless authorization to do so is received in writing from the employee, the student, or the student's parent/guardian; or unless the release of the records is required by law.

Implementation Date:	September 23, 1998
Revised:	February 26, 2002
Revised:	May 27, 2008
Reference:	Municipal Freedom of Information and Protection of Privacy Act