

## Privacy and Access to Information Guidelines

School boards collect, use and disclose personal information of individuals in the course of providing educational services and programming in accordance under the authority of the [Education Act](#) and in accordance with the [Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)](#). The following information is provided to promote understanding and awareness of the Lambton Kent District School Board's privacy and access practices in accordance with these Acts.

### **Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)**

The Municipal Freedom of Information and Protection of Privacy Act is a provincial law that requires the protection of personal information and provides individuals with a right of access to government records subject to specific and limited exemptions. Included in the Act are specific provisions for how personal information may be collected, used, retained, disclosed and disposed of.

Under MFIPPA you have the right to know why we collect your personal information and what we do with it. You have the right to access your own personal information that is in our custody and you have the right to access certain records that belong to the school board. To learn more about privacy and access, visit the website of the Information and Privacy Commissioner of Ontario.

### **How does the Board collect and use personal information?**

Personal information is collected directly from parents, guardians or students under the authority of the Education Act and is used to plan and deliver educational programs and services which best meet student needs. Personal information is collected indirectly only with the consent of parents, guardians or students.

Under the Education Act, the Principal is required to compile a pupil record known as the Ontario Student Record (OSR). This record tracks a student's academic progress through the Ontario Education system and follows students when they change schools. Access and use of this record is regulated by the [Ontario Student Record \(OSR\) Guideline 2000](#) available on the Ministry of Education's website.

### **How does the Board notify me of the use of student personal information?**

In accordance with the Municipal Freedom of Information and Protection of Privacy Act, parents/guardians/students are notified annually of the Board's practices related to the routine use and/or disclosure of student personal information where no written consent is required. The LKDSB summary of [Routine Use and Disclosure of Student Personal Information](#) is communicated by the school principal at the beginning of the school year, through school newsletter and/or school planner, and school website.

Some routine uses of your child's personal information requires specific consent that will cover events throughout the school year. From time to time school/classroom activities such as projects, plays, athletics and presentations are photographed or recorded by school or central Board staff to highlight initiatives or programs happening in our schools. These recordings could be posted on the LKDSB and/or school websites or on other social media sites whose content is controlled by the LKDSB. The media may occasionally photograph, interview, audio or videotape students participating in routine activities for news stories. The media may include your child's name and location as part of their coverage. The Board's [Notification and Permission for the Use of Student Personal Information](#) authorization form is included in the student registration package and is sent out annually through the registration verification process.

Personal information collected and used for any other purpose requires the consent of a parent/guardian or adult student.

In "special situations" individual students would only be photographed or identified with appropriate signed consent for the specific activity. A [Consent for Specific Media/Special Event Coverage](#) form is required for non-routine special situations or events covering sensitive subjects or where a student is identified as the primary subject. Separate consent is required for each participant at each event.

## **How does MFIPPA provide a right of access to records?**

The Municipal Freedom of Information and Protection of Privacy Act contains access and privacy protection provisions. This means that individuals have a right to request access to general records and their own personal information held by the Lambton Kent District School Board in accordance with the MFIPPA and the Education Act. Exemptions to the right of access are limited and specific and are defined in the MFIPPA.

## **How do I access my personal information?**

Students/parents/guardians can request access to information held by the Board by contacting the teacher or principal of the school they or their child attends. Please be aware that while an individual has access to their own personal information and general records, they do not have a right to access personal information about another individual. Board staff must comply with the Municipal Freedom of Information Protection Act and the Education Act and will provide you with the information you request only if you are legally entitled to receive it.

## **How do I access general information?**

General information about our programs and services and contact information is posted on the Board website. For access to more specific information, you may contact the respective department or program area.

Individuals may also make a formal access request under the Municipal Freedom of Information and Protection of Privacy Act. A formal access request will be processed in accordance with the requirements of the MFIPPA.

## **How do I make a request?**

You may make a request by completing a [request form](#). Completed forms must include a \$5.00 application fee paid by cash or cheque payable to the Lambton Kent District School Board. Your request should provide as much detail as possible about the information you are requesting and be sent to the attention of: Freedom of Information Coordinator, Lambton Kent District School Board, 200 Wellington Street, Sarnia ON, N7T 7L2.

## **Who do I contact with questions?**

If you have any questions or concerns related to the access of information or the protection of personal privacy you may contact the Board's Freedom of Information Coordinator at 519-336-1500 Ext. 31401.

## **Web Privacy Statement**

The Lambton Kent District School Board respects the privacy of its web users and treats the information provided to the Board for specific business or education purposes in a confidential matter. The Board is committed to maintaining the accuracy, confidentiality, and security of any personal information that is under its control.

When you visit our websites, we will not collect your personal information unless you consent to use and receive online products and services that require its disclosure. The LKDSB collects, uses and discloses personal information of individuals in the course of providing educational services and programming in accordance under the authority of the Education Act and in accordance with the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

## **Cookies**

Some LKDSB websites use cookies, which are securely encrypted. The cookies are used to track your visits and web activity while on our sites to improve user experience, and do not record any personally identifiable information.

## **Web Analytics**

The LKDSB uses Google Analytics to help analyze the use of our websites and improve user experience. This tool uses cookies to collect and generate information about visitors to our websites (including IP addresses) and patterns of website activity. However, users can block the use of cookies in your browser settings. Disabling the use of cookies will not have a significant impact on your browsing experience on our website.