

1. Policy Information

Section: Freedom of Information and Protection of Privacy
Document Type: Administrative Operational
Policy Name: AOP402 Freedom of Information and Protection of Privacy

2. Rationale

The Simcoe County Student Transportation Consortium (SCSTC) recognizes that the purpose of the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) is “to protect the privacy of individuals with respect to personal information about themselves held by institutions and to provide individuals with a right of access to that information”.

3. Policy Statement

It is the policy of the SCSTC to follow Member District School Board policies and procedures relating to freedom of information and protection of privacy. Notwithstanding the preceding, it is the policy of the SCSTC to follow the freedom of information and protection of privacy legislation outlined under the Municipal Freedom of Information and Protection of Privacy Act and other applicable legislation.

4. Overview

The Simcoe County Student Transportation Consortium (SCSTC) will collect, through the respective Member District School Board, use and disclose personal information in the course of meeting its statutory duties and responsibilities. The SCSTC is committed to the protection of privacy and complies with all applicable policies and procedures of its' Member District School Board and the regulations outlined in the Education Act and the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA).

4.1. Security safeguards:

4.1.1. Personal information is secured and protected from unauthorized access, disclosure, and inadvertent destruction by adhering to safeguards outlined by its' Member District School Board that are appropriate to the sensitivity of the information.

4.2. Freedom of information request:

4.2.1. Freedom of Information requests, made under the Municipal Freedom of Information and Protection of Privacy Act, will be handled as follows:

4.2.1.1. Requests for information will be made to the respective Member District School Board (or “Institution”) as per the process outlined under MFIPPA.

4.2.1.1.1. The Member District School Boards' acknowledge that, pursuant to orders of the Information and Privacy Commissioner of Ontario, the Member District School Boards' have control over the responsive records of the SCSTC.

4.2.1.2. The respective Member District School Board will seek responsive records from the SCSTC and respond to the request for information in accordance with MFIPPA.

5. References

SCDSB Policy 2197 Management of Personal Information

SMCDSB Policy PS-14 Personal Information Management

Municipal Freedom of Information and Protection of Privacy Act

R.S.O. 1990, Chapter M.56

Education Act Ontario

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