The Dufferin-Peel Catholic District School Board (the Board) wants to help you understand how we use personal information we collect about your child.

The Education Act requires that the Board promote student achievement and well-being and deliver effective and appropriate educational programs for students. Schools collect and use student personal information to fulfill their legislated duties.

The school principal is required to establish and maintain an Ontario Student Record (OSR) for each student attending school in accordance with the Ontario Student Records Guideline and Board Policy. The OSR is a cumulative record of the student’s progress used by staff to support student achievement and well-being that follows the student through Ontario elementary and secondary schools.

The Municipal Freedom of Information and Protection of Privacy Act sets guidelines for schools/boards to follow when collecting, using and/or disclosing students’ personal information. Under this law, personal information refers to recorded information about an identifiable individual and may be used or disclosed:

- for the purpose for which it was obtained or a purpose consistent with the reason collected;
- to board officers or employees who need access to the information in the performance of their duties, if necessary and required for the discharge of the board’s duties;
- to comply with laws, a court order or subpoena to aid in a law enforcement by a law enforcement agency; or
- to report to the Children’s Aid Society regarding child protection matters in compelling circumstances affecting health or safety of staff or students in accordance with the law.

Examples of Routine Uses of Student Personal Information

We will inform you at time of collection how the personal information we collect will be used. In addition, we draw your attention to the following routine uses of student personal information. Please contact the school principal to discuss any concerns you may have with how these practices affect your child. The following uses will apply unless a concern or objection is filed with the principal and an alternative resolution can be found.

Student Instruction, Achievement and Well-Being

- Student personal information, including OSR information, will be used by school and board staff for the purpose of meeting student’s needs, promoting student achievement and well-being and to support the transition of students between schools and programs (elementary to secondary school, French Immersion programs, etc.). Staff may include teachers of the student, guidance counsellors, student success teachers, educational resource workers, special education teachers and administrators.
- Information about the student’s progress at secondary school may be shared with their former elementary school to support the continuous improvement of the elementary school program to benefit all students.
- Students may be photographed or recorded as part of teaching and learning to support student achievement and assessment.
- Student work, including student name, may be displayed throughout the school and in school and Board newsletters. It may also be displayed at community events such as science fairs, colouring/writing/poster contests or similar events outside the school.
- Contact information, marks and transcripts are shared with Ontario colleges and universities to support post-secondary applications.
- Referrals to personal health services such as psychological assessments, speech and language assessments, social work and child and youth service require the consent of the parent/guardian/adult student. On referral, you will be advised how personal health information is collected and used.
- Visitors to schools/classrooms such as volunteers, third-party service providers, or government and community agency staff, may on occasion visit schools/classrooms under the approval and direction of the school principal and/or superintendent. Any information they receive as a result of this visit is subject to confidentiality in accordance with Board policy and procedure.
- Ancestry information of self-identified First Nation, Métis and Inuit students, will be used to allocate resources, improve student learning and student success and reported to the Ministry of Education and the Education Quality Accountability Office (EQAO).
- Information may be shared with Police Services and School Resource Officers to investigate school incidents that involve possible criminal offences as outlined in the Police School Protocol or to comply with police investigations in accordance with the law. Information may include statements relating to the matter under investigation.

Health and Safety/Transportation

- Student medical health information provided by parents/guardians or adult students will be used to address the student’s medical needs at school and during school activities.
- Personal information is shared with the Regional Public Health Units in accordance with the Education Act the Immunization of School Pupils Act. Communicable diseases
School Events and Activities

- We understand that parents, family members or friends may want to photograph or record school events or activities where the public is invited. Visitors are asked to follow the direction of the principal at these events as in some cases, photos or recordings may not be allowed. Where photography or recording is permitted, visitors should always try to capture photos/videos of only their own child. Where photos/videos include other students or staff, please respect the digital footprint and privacy rights of others, by not sharing them with the media or on the internet/social media.

- Personal information including student name, number and date of birth are shared with the Board’s online payment system provider so parents may remit student activity and other fees online.

- Personal information such as student name, date of birth, year of entry into grade 9 and credits achieved, shall be shared with Board-approved Governing Athletic Associations for the purpose of determining eligibility requirements to participate in inter-school competitive programs.

- In accordance with the Board Sportsmanship and Ethical Conduct Guideline, personal information shall be shared with Board-approved Governing Athletic Associations and Community Agencies for the purpose of investigating non-compliance and inappropriate behavior while attending or participating in sporting activities, including during travel, at accommodations and at any location students attend as part of the school-sponsored activity.

- Student names and/or photographs may be printed in school yearbooks, school programs or brochures (i.e. graduation programs, celebration of sacraments, school plays and musical productions), on student awards, honour roll, class assignment lists and posted throughout the school.

- School newsletters report on school events and activities. They may include limited student personal information such as student name and student photos. Consent is sought to share personal information and/or photos on the internet or on social media.

- On occasion, the media may be invited to schools and board sites to report on school/board events or activities.

Students may be photographed/recorded as part of a group, but only those students with appropriate consents will be interviewed and identified.

- Contracted photographers will take individual and class photos of students. These photos will be used for administrative and archival purposes, on student cards, in school yearbooks and will be offered to parents for purchase.

- Birthdays may be celebrated at school. Class lists with student first names and last initial may be distributed for the purpose of addressing greeting cards or invitations in connection with holidays, birthday parties, etc.

- Authorized volunteers or school council members may contact parents on behalf of the school regarding school-related activities which benefit the student and the school community or for the safe arrival/attendance verification program.

Community or Public Events

- Extra-curricular activities that take place in or outside of school and are open to participating schools or community members may be covered by media and others. In some cases, media may want to feature and/ or interview students. If you do not want your child to participate in media reports/interviews, please advise the coach and/or indicate your wishes to your child.

- Please note, when events take place in public areas, it may be difficult for the school to prevent the media or others from recording or photographing students. If you have concerns about your child’s participation in such forums, please speak to the school principal.

CONSENT FOR OTHER PURPOSES

In accordance with MFIPPA 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.

Schools will send home a form to seek consent for the use and disclosure of student work, identifiable student photos and student recordings on the internet/social media; to media and within the school community; and other permissions as appropriate. Please complete the form and return it to the school as soon as possible.

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