



**DURHAM CATHOLIC  
DISTRICT SCHOOL BOARD**  
*Learning and Living in Faith*

## **POLICY – 427**

### **Information and Records Management**

Area: Operations

Source: Chief Information Officer - Freedom of Information and Privacy

Approved: June 26, 2006

Revised:

#### **1. Introduction**

Effective records management is essential for ensuring compliance with legal and regulatory requirements, preserving institutional memory, supporting business processes, protecting the privacy and integrity of data, and facilitating efficient decision-making.

#### **2. Definitions**

Nil

#### **3. Purpose**

The purpose of this policy is to ensure the appropriate, acceptable secure access and use of all information collected, stored and disposed of by the Board.

#### **4. Application / Scope**

This policy applies to all records generated, received or maintained by the Durham Catholic District School Board (the “Board”), regardless of format or platform, including but not limited to paper documents, electronic files, emails and media content. It encompasses all departments, employees, contractors, and third parties involved in the creation, management, and use of records.

#### **5. Principles**

5.1 The Board believes that records and information in its custody and control:

5.1.1 inform decisions at all levels and ultimately assists with the improvement of student learning;

- 5.1.2 should be accessible to staff, trustees, parents, students and the community as appropriate;
- 5.1.3 should be used only for Board-sanctioned purposes;
- 5.1.4 is to be managed in a manner which protects the privacy of individuals and the interests of the Board;
- 5.1.5 security is integral to issues of records and information management.

## **6. Requirements**

- 6.1 The Director of Education, or designate, shall issue administrative procedures to support this policy and amend them thereafter as the need may arise.
- 6.2 All those authorized to access and use Board records and information shall assume the responsibility for its security and the protection of privacy in accordance with the administrative procedure attendant to this policy Records and Information Management Administrative Procedure (AP427-2).
- 6.3 Levels of records and information access and use shall be determined by the Director of Education or designate and for purposes aligned with the duties and responsibilities of specific roles.
- 6.4 The access and use of all student records and information shall be consistent with the requirements of the Ontario Student Record (OSR) Guidelines and the Board's Ontario Student Record (OSR) Policy (PO418) and its attendant administrative procedure (AP418-1).
- 6.5 Access to any database, including but not limited to the student information system (e.g., PowerSchool), or any records and information whether derived thereof electronically or in any other form, shall be limited to authorized Board employees only.
- 6.6 Access and use of any personalized data is subject to the Municipal Freedom of Information and Protection of Privacy Act ("MFIPPA") and the Board's Freedom of Information and Protection of Privacy Policy (PO201).
- 6.7 Access and/or use of depersonalized data, except for that by authorized Board employees, shall require authorization by the Director of Education or designate.
- 6.8 All records must be destroyed in accordance with relevant privacy and other legislations. All employees are expected to adhere to retention schedules that specify the duration for which records must be kept.
- 6.9 Records must be destroyed using methods that ensure confidentiality and prevent unauthorized access in accordance with the Records and Information Management Administrative Procedure (AP427-1).

## **7. Sources**

7.1 Education Act, RSO 1990, c. E.2.

7.2 MISA

## **8. Related Policies and Administrative Procedures**

8.1 Freedom of Information and Protection of Privacy Policy (PO201)

8.2 Privacy Breach Protocol Administrative Procedure (AP201-2)

8.3 Ontario Student Record (OSR) Policy (PO418)

8.4 Ontario Student Record (OSR) Administrative Procedure (AP418-1)

8.5 Data Access and Management Administrative Procedure (AP427-1)

8.6 Records and Information Management Administrative Procedure (AP427-2)

8.7 Acceptable Use of Information and Communications Technology Policy (PO431)

8.8 Acceptable Use of Information and Communications Technology Administrative Procedure (AP431-1)

8.9 Board Issued Mobile Devices Administrative Procedure (AP431-2)