



Niagara Catholic District School Board

FREEDOM OF INFORMATION REQUESTS PROCEDURE

The following information is provided to promote understanding and awareness of the Niagara Catholic District School Board's privacy and access practices in accordance with the:

- [*Education Act and Regulations \(R.S.O. 1990 c.E.2\)*](#)
- [*Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)*](#)
- [*Office of the Information and Privacy Commissioner of Ontario \(IPC\)*](#)
- [*Personal Health Information Protection Act \(PHIPA\)*](#)
- [*Personal Information and Protection of Electronic Documents Act \(PIPEDA\)*](#)
- *Niagara Catholic District School Board Policies/Procedures/Protocols*
 - [*Privacy Policy \(600.6\)*](#)
 - [*Records and Information Management Policy \(600.2\)*](#)
 - [*Privacy Breach Procedure*](#)

PRIVACY

The Niagara Catholic District School Board is committed to the protection of personal information under the custody and/or control of the school board and the right of privacy with respect to personal information that is collected, used, disclosed, and retained in the school system.

School boards collect, use and disseminate personal information from, and about, individuals in the course of providing educational services and to administer programs.

Personal information refers to recorded information about an identifiable individual. This may include name, address, sex, age, medical information, educational information, employment history and any other information that directly identifies an individual.

It is the Board's practice to include a notice of collection statement on forms used to collect personal information to advise you how we will use and disclose the information.

FREEDOM OF INFORMATION REQUESTS

The [*Municipal Freedom of Information and Protection of Privacy Act \(MFIPPA\)*](#) provides the legal right for individuals to access public records and to expect protection of their personal records in the care of public institutions. The Act regulates the formal procedure for individuals seeking access to their personal information or that of their child, subject to limited exemptions, and for requesting correction of that information. Under the Act, a written request for access must be received and the Board must make every effort to respond within 30 days after receiving the request.

While the Act provides individuals with a general right of access to their own personal information, it also seeks to protect the privacy of individuals by ensuring that access to personal information is not given to unauthorized persons. Persons seeking access to their own personal information are required to verify the identity of themselves before access to information or record(s) is given.

MFIPPA governs the relationships between public bodies, such as school boards, and private persons regarding information; provides access to information subject to specific and limited exemptions; provides for the protection of privacy respecting personal information subject to exceptions; and provides for a review of decisions on appeals to the Information and Privacy Commissioner (IPC) of Ontario.

In accordance with the Act, the Director of Education is designated as the Freedom of Information (FOI) Head and has designated the Coordinator of Information Management/Privacy and Freedom of Information.

Freedom of Information requests or questions related to privacy may be directed to:
Coordinator of Information Management/Privacy and Freedom of Information
Niagara Catholic District School Board
427 Rice Road, Welland, ON L3C 7C1
905-735-0240

Request Access to Information

In accordance with *MFIPPA*, a person seeking access to a record shall make a request in writing to the institution that the person believes has custody or control of the record; shall provide sufficient detail to enable the institution upon reasonable effort to identify and locate the record; and at the time of making the request shall pay the **\$5.00 prescribed fee.**

To submit a formal freedom of information request in writing, please complete the [*FOI Request Form.*](#)

Upon receipt of a written request for access to information the requester will be notified if:

- Further information to clarify the request is required;
- The 30-day time limit must be extended;
- A record must be severed;
- Access to a record is denied;
- The mandatory estimated fees as outlined under *MFIPPA*.

Appeals

Individuals have the right to appeal any decision made by the Niagara Catholic District School Board relating to the access of records or personal information. Appeals are filed with the Information and Privacy Commissioner (IPC) of Ontario, who is independent of the government or any institution.

Additional Information

Additional information and resources can also be obtained from the [*Office of the Information and Privacy Commissioner of Ontario \(IPC\)*](#). The IPC [*Guide to Ontario Legislation Covering the Release of Students' Personal Information*](#) provides students, parents and school board staff with a basic understanding of how the *Municipal Freedom of Information and Protection of Privacy Act* interacts with the *Education Act* and other Ontario legislation to protect privacy and provide access to the personal information of students.