



POLICY

The Windsor-Essex Catholic District School Board shall safeguard the confidential nature of personal student information.

The Board may collect such personal information as required to:

1. ensure the safety of pupils
2. administer programs, courses and services to pupils who are suspended or expelled

REGULATIONS

Safe Schools Act, Section 315, (1), (2), (3)

Freedom of Information and Protection of Privacy Act, Section 38

Municipal Freedom of Information and Protection of Privacy Act, Section 28

OSR Guidelines

PROCEDURES

1. The Board may collect such personal information regarding expelled pupils as to ensure the safety of all pupils, provided the pupil consents to the disclosure, if he or she is an adult, or the pupil's parent or guardian consents to the disclosure, if the pupil is a minor. This consent shall be on a written form.
2. The Board may collect such personal information as to administer programs, courses and services to pupils who are suspended or expelled and to determine whether an expelled pupil has successfully completed a program, course or service and as a result is eligible to return to school.
3. The Board is authorized to disclose the personal information collected under #1 and #2 to the Minister for the purposes described and the Minister may disclose it to such persons or entities as may be prescribed by regulation for those purposes.
4. The person who provides a strict discipline program to the pupil may disclose personal information about the pupil to the board that expelled the pupil or to any board to which the pupil applies to return to school if: the pupil consents to the disclosure, if he or she is an adult; or the pupil's parent or guardian consents to the disclosure, if the pupil is a minor.



Windsor-Essex Catholic District School Board

Section: **Students**

Policy: **Collection of Personal Information**

ST:20

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5. "Personal Information" has the same meaning as in Section 38 of the Freedom of Information and Protection of Privacy Act and Section 28 of the Municipal Freedom of Information and Protection of Privacy Act.
 6. The definition follows: "Personal information" means recorded information about an identifiable individual, including:
 - a. information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
 - b. information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
 - c. any identifying number, symbol or other particular assigned to the individual;
 - d. the address, telephone number, fingerprints or blood type of the individual;
 - e. the personal opinions or views of the individual except if they relate to another individual;
 - f. correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature, and replies to that correspondence that would reveal the contents of the original correspondence.
 - g. The views or opinions of another individual about the individual, and;
 - h. The individual's name if it appears with other personal information relating to the individual or where the disclosure of the name would reveal other personal information about the individual.

Approved by the Board: June 26, 2001

Reviewed by the Board: March 2005

Related Policies:

- SC:07 Safe Schools
- SC:13 Release of Student Information
- SC:15 Code of Conduct
- ST:01 Student Admission – Elementary
- ST:02 Student Admission - Secondary
- ST:07 Expulsion
- ST:17 Alcohol and Drug Abuse by Students
- ST:21 Expulsion Appeal

Related Board Committee:

Policy Review Date: 2010