



SELF-ASSESSMENT ACTIVITY

Program Elements	Pre-Implementation Level 1 The system has not yet begun to address the program element.	Early Implementation Level 2 An effort has been made to address the program element, but the effort has not yet begun to impact a “critical mass.”	Building Capacity Level 3 A critical mass has endorsed the program element. Members are beginning to modify their thinking and practice as they attempt to implement the program element.	Sustaining Capacity Level 4 The program element is deeply embedded in the system’s culture. It represents a driving force in the daily work of the system. It is so internalized that it can survive changes in key personnel.
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Foundational Program Elements

<p>Privacy Standard</p> <p>The privacy standard helps to foster a culture of privacy with respect to the way Ontario school boards/authorities collect, use, disclose, secure, retain, and dispose of personal information.</p>				
<p>Record and Information Management Framework</p> <p>The record and information management framework establishes a vision, goals, objectives, principles, and practices which are guided by legislation, policies, standards, and guidelines to support effective information management in school boards.</p>				

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Data and Information Management

<p>Privacy Policy</p> <p>A written declaration that spells out the details of a school board’s/authority’s policy on the type of personal information it collects, how it uses that information, and how the information can be shared with third parties.</p>				
<p>Access and Control</p> <p>The access and control matrices are frameworks that will guide boards in their journey to identify, inventory, understand, and manage the requirements for access to personal information and personal information banks in support of the varied roles and duties within the organization.</p>				

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Data and Information Management (cont’d)

<p>Model Classification Scheme and Retention Schedule</p> <p>The model classification scheme and retention schedule is intended to provide a recommended classification methodology, legal citation table of retention periods, and recommended retention guidelines for school board/authority recorded information.</p>				
<p>Electronic Documents and Records Management System</p> <p>The electronic information landscape is growing rapidly – school boards/authorities need to consider effective ways to manage electronic documents and records.</p>				

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Information Protection/Operational Control

<p>Password Procedures</p> <p>In a school board/authority environment, it is not uncommon for most employees to have multiple passwords for access to email, voice mail, computer applications, and portals. Every school board/authority should have a password strategy in place as part of the overall security strategy.</p>				
<p>Privacy and Information Security Guidelines</p> <p>School boards/authorities should have a variety of policies and/or procedures to guide the identification of areas of risk and strategies for the development of internal procedure or regulation (e.g., guidelines for working outside the office, for cross-panel sharing of student information, for the use of Privacy and Confidentiality agreements and website, for video surveillance, and for video conferencing guidelines).</p>				



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Information Protection/Operational Control (cont’d)

Data Encryption Encryption is a secure process for keeping personal and confidential information private. It is a process by which bits of data are mathematically jumbled using a password key. The encryption process makes the data unreadable unless or until decrypted.				
Information Technology Equipment Hardware Disposal and Redistribution Guidelines All school board/authority computer systems, electronic devices, and electronic storage media should be purged of sensitive personal or confidential data when it is no longer needed or before reuse of such equipment to ensure the continued protection of personal and corporate privacy.				



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Risk Management

<p>Privacy Impact Assessment (PIA) A PIA is an assessment framework used to identify the actual or potential risks that a proposed or existing information system, technology, or program may have on an individual’s privacy.</p>				
<p>Privacy Breach Protocol The protocol is designed to help Ontario school boards/ authorities contain and respond to incidents involving unauthorized disclosure of personal information.</p>				

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Risk Management (cont’d)

<p>Privacy Notification</p> <p>Privacy notification statements explain how personal information will be treated as individuals interact with a school board/authority or school. These statements assure both internal and external publics that the personal and confidential information they provide will be handled appropriately.</p>				
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