



PURPOSE

Use this tool in conjunction with the Privacy Standard to assess which stage your school board/authority has achieved for each of the 10 commitments.

Commitments Privacy commitments are based on globally recognized fair information principles and are grounded in Ontario privacy legislation.	Pre-Implementation The system has not yet begun to address the standard.	Early Implementation An effort has been made to address the standard, but the effort has not yet begun to impact a “critical mass.”	Building Capacity A critical mass has endorsed the standard. Members are beginning to modify their thinking and practice as they attempt to implement the standard.	Sustaining Capacity The standard 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.
Accountability Personal information under our control has designated individual(s) who are accountable for the school board’s/authority’s compliance with privacy legislation.				
Identifying Purposes The purposes for which personal information is collected, used, retained, and disclosed, as well as for notifying individuals, is identified at or before the time the information is collected.				



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<p>Consent</p> <p>The knowledge or consent of the individual is obtained for the collection, use or disclosure of personal information, except when not required by law.</p>				
<p>Limiting Collection</p> <p>The collection of personal information is limited to that which is necessary for the purposes identified by the organization. Information is collected by fair and lawful means.</p>				
<p>Limiting Use, Disclosure and Retention</p> <p>Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Personal information shall be retained only as long as necessary for the fulfilment of those purposes, or as required by law.</p>				



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<p>Accuracy</p> <p>Personal information is as accurate, complete, and up-to-date as is necessary to fulfill the specified purposes for which it is to be used.</p>				
<p>Safeguards</p> <p>Personal information is protected from unauthorized access, disclosure, and inadvertent destruction by adhering to safeguards appropriate to the sensitivity of the information.</p>				
<p>Openness</p> <p>Information about policies and practices relating to the management of personal information is made readily available to the public, including breach protocol.</p>				



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<p>Individual Access</p> <p>Upon request, an individual is informed of the existence, use, and disclosure of his/her personal information and is given access to that information. An individual may challenge the accuracy and completeness of the information and request that it be amended as appropriate or have a letter of objection retained on file.</p>				
<p>Challenging Compliance</p> <p>An individual shall be able to address a challenge concerning compliance with the above tenets to the designated individual(s) accountable for compliance.</p>				