



Title: **CONFIDENTIALITY FOR STAFF AND VOLUNTEERS**

Adopted: June 2017

Reviewed: December 2020, June 2022

Authorization: The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)
Personal Health Information Act (PHIPA)
Education Act S.266(2)

POLICY

It is the policy of the Bloorview School Authority that all private and/or personal information is treated as confidential, and is collected, used, disclosed and disposed of only in accordance with relevant legislation and regulations including the Canadian Standards Association Model Code for the Protection of Privacy.

BACKGROUND

1. From time to time students or volunteers who work with school staff may be privy to or have access to confidential information or communications related to pupils, parents or staff of the Bloorview School Authority . Such information or communications may be protected pursuant to The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), Personal Health Information Act (PHIPA) and the Education Act S.266(2), and is intended for use only as outlined in those Acts, and should not be read by, or distributed to, any other person other than those authorized for the purposes required by the Board.
2. General information refers to recorded information in the Board's custody or control that is not of a personal nature and is not exempt from public access under *MFIPPA* or *PHIPA* unless an access exemption applies. Examples of general information that can be routinely released include, but are not limited to, policies, Ministry guidelines and memoranda, travel expense statements, collective agreements, Board plans, public minutes, or school events and programs.
3. Personal information is any recorded information that renders an individual identifiable. Examples of records of personal information include, but are not limited to, report cards, letters of suspension, in-camera minutes, vendor and supplier resumés or hearing files. Information about a staff member's professional identity, such as, but not limited to, name, work location or job title, is not personal. Note that most employment related and labour relations related information is excluded from the provisions of *MFIPPA*.
4. Confidential information also refers to private or personal information related to students/families, employees, volunteers, donors, Bloorview School information not yet made public in accordance with this policy including strategic/business/ operations plans.

GUIDING PRINCIPLES

1. The Bloorview School Authority is committed to accountability and transparency in its operations, and to the protection of personal information. The Board will make general information that is not confidential in accordance with *Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)* or *Personal Health Information Act (PHIPA)* and other relevant legislation and regulations accessible to members of the public.
2. It is the expectation of the Bloorview School Authority that all employees, students and persons invited to or visiting Board property; or partaking/volunteering in Board or school-sponsored events and activities will respect the policies and procedures of the Board.
3. The duty of confidentiality applies to a person using any form of technology whether the technology is owned by the Board or the technology is owned by the individual. The term technology refers to computers, smart phones, database/record systems, networks, software, email systems, voicemail, fax transmission and use of and access to the internet.

GUIDELINES – STAFF/VOLUNTEERS/PARENTS

1. All confidential and/or personal information that staff/volunteers/parents/guardians have access to or learn through employment or affiliation with Bloorview School Authority remains confidential until authorization is given to share such information.
2. As a condition of employment or affiliation with Bloorview School Authority, staff/volunteers/parents/guardians must comply with the confidentiality policy and related procedures.
3. Failure to comply may result in the termination of employment or affiliation with Bloorview School Authority and may also result in legal action being taken by Bloorview School Authority and others.
4. Staff/volunteers/parents/guardians must not access, use or disclose any confidential information that is learned or comes into their possession because of affiliation with Bloorview School Authority, unless it is necessary to do so in order to perform their responsibilities. Under no circumstances may confidential information be communicated either within or outside of Bloorview School except to other persons who are authorized by Bloorview School Authority to receive such information.
5. Except as required by law, and in accordance with the Education Act, the Municipal Freedom of Information and Protection of Privacy Act and the Personal Health Information Act (PHIPA) , all staff/volunteers/parents/guardians must not use or disclose the personal and/or educational information of students and their families that may come to their attention.



STATEMENT OF CONFIDENTIALITY – STAFF AND VOLUNTEERS

Confidential information refers to private or personal information related to students/families, employees, volunteers, donors, Bloorview School information not yet made public, and strategic/business/ operations plans.

I understand that:

- all confidential and/or personal information that I have access to or learn through my employment or affiliation with Bloorview School Authority remains confidential unless authorization is given to share such information.
- as a condition of my employment or affiliation with Bloorview School Authority, I must comply with the confidentiality policy, the Employee Conflict of Interest Policy, the Code of Conduct and related guidelines and procedures.
- my failure to comply may result in the termination of my employment or affiliation with Bloorview School Authority and may also result in legal action being taken against me by Bloorview School Authority and others

I agree that I will not access, use or disclose any confidential information that I learn of or possess because of my affiliation with Bloorview School Authority, unless it is necessary for me to do so in order to perform my job responsibilities. I also understand that under no circumstances may confidential information be communicated either within or outside of Bloorview School except to other persons who are authorized by Bloorview School Authority to receive such information.

I agree that I will not alter, destroy, copy or interfere with this information, except with the authorization of the Director of Education.

Name (please print)

Signature

Date

**Name of Witness
(please print)**

Signature of Witness

Date