

**ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES
SPRING 2013 CONFERENCE**

Kwanlin Dun Cultural Centre – April 19, 2013

PRIVACY PRESENTATION

by

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- ❖ **WHY SCHOOL COUNCILS, BOARDS, COMMITTEES SHOULD BE CONCERNED ABOUT PRIVACY**
 - Public expectation of privacy
 - The need to share personal information with/between School Administration and other interested parties
 - Protecting personal information from unauthorized access or disclosure
 - Movement of personal information by electronic means – email, CDs, flash drives

- ❖ **LEGISLATIVE OR REGULATORY SCHEMES**
 - School Councils, Boards, Committees are not (yet) covered by Legislation
 - Organizations not covered can set their own policy and decide practices, procedures

- ❖ **SOME UNIQUE CHALLENGES FOR SCHOOL COUNCILS, BOARDS, COMMITTEES**
 - Communicating sensitive information among council, board, committee members
 - Exchange of personal information with school administration and other partners
 - Responding to concerned parents on issues affecting them
 - Responding to a request for access to one's own personal information held by the council, board, committee

- ❖ **WHAT MAKES SENSE FOR YOUR ORGANIZATION?**
 - What rules should you follow?

- ❖ **A MODEL PRIVACY CODE**
 - Introduction of the Code and the 10 principles for privacy protection

- ❖ **DOING A PRIVACY AUDIT OF YOUR ORGANIZATION**

Resources:

 - Privacy Commissioner of Canada <http://www.privcom.gc.ca>
 - Volunteer Yukon <http://volunteeryukon.ca/spip.php?article44>
 - Hank Moorlag's website <http://commongroundyukon.com>

- ❖ **DEVELOPING AND ADOPTING A PRIVACY POLICY**
 - Conducting a Privacy Audit
 - Developing a Privacy Policy based on the Model Code, using a suggested template that can be found on Volunteer Yukon's website, or Hank Moorlag's website.

- ❖ **Q & A**

PRINCIPLES SET OUT IN THE NATIONAL STANDARD OF CANADA ENTITLED
MODEL CODE FOR THE PROTECTION OF PERSONAL INFORMATION
CAN/CSA-Q830-96

1. Be accountable

- Comply with all 10 of the principles
- Appoint an individual to be responsible for your organization's compliance.
- Develop and implement personal information policies and practices.

2. Identify the purpose

- Your organization must identify the reasons for collecting personal information before or at the time of collection.

3. Obtain consent

- Obtain the individual's consent before or at the time of collection, as well as when a new use is identified.

4. Limit collection

- Collect only as much personal information as is necessary for the identified purpose.

5. Limit Use, Disclosure & Retention

- Use or disclose personal information only for the purpose for which it was collected, unless the individual consents, or the use or disclosure is otherwise authorized

6. Be accurate

- Minimize the possibility of using incorrect information when making a decision about the individual or when disclosing information to third parties.

7. Use appropriate safeguards

- Safeguard the information from unauthorized access, disclosure, copying, use or modification.

8. Be open

- Inform customers, clients and employees that you have policies and practices for the management of personal information.

9. Give individuals access

- When requested, inform individuals if you have any personal information about them.
- Explain how it is or has been used and provide a list of any organizations to which it has been disclosed.
- Give individuals access to their information.
- Correct or amend any personal information if its accuracy and completeness is challenged and found to be deficient.

10. Provide recourse

- Develop simple and easily accessible complaint procedures.