



## **Privacy Statement**

It is the policy of the BGCD SB to collect, use, retain and disclose personal information in the course of meeting its statutory duties and responsibilities. The BGCD SB is committed to the protection of privacy and complies with all applicable provisions in the Education Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Personal Health Information Protection Act (PHIPA), and any other applicable legislation.

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Within the culture of the Bruce Grey Catholic district School Board our goal is to respect and protect the privacy of individuals by providing education and awareness of access, privacy and information management practices.

**Personal information** is recorded information about an individual that renders that individual identifiable, including: name, address, phone number; race, ethnic origin, or religious or political beliefs or associations; age, sex, sexual orientation, mental status, or family status; any identifying number or symbol; fingerprints, blood type, or inheritable characteristics; medical history; educational, financial, criminal, or employment history; personal views or opinions, except if they are about someone else; or anyone else's opinion about that individual.

**A Record** is a document, regardless of physical format or characteristics, that memorializes and provides objective evidence of activities performed, events, elapsed, results achieved, or statements made in the course of the organization's daily activities.

**Access** refers to authority or permission to consult records or to obtain restricted information.

**Privacy** is the quality or condition of being secluded from the presence or view of others. The state of being free from unsanctioned intrusion: a person's right to privacy.