



## December, 2010 Update

PIM Champions in each school board receive regular updates of PIM related activities from the PIM taskforce. This is the PIM Champion update for December, 2010. Previous updates can be found on the PIM website [www.pimedu.org](http://www.pimedu.org).

### PIM Taskforce Mandate

In the November PIM update, we mentioned that the PIM taskforce is approaching the end of its three year mandate which is presently scheduled for August, 2011. We also shared that the taskforce is considering possible future courses of action for continuation of the initiative. Your input is important to us. If you have comments or suggestions regarding the future of the PIM initiative, please e-mail either of the taskforce co-chairs Gina Coish at [Gcoish@scdsb.on.ca](mailto:Gcoish@scdsb.on.ca) or Erica vanRoosmalen at [vanRoosmalenE@hcdsb.org](mailto:vanRoosmalenE@hcdsb.org).

Thank you.

### Did You Know?

The Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) tightly governs how government, including school boards, manage personal information. Personal information is any information that renders an individual identifiable. This includes images.

When we first collect personal information we must ensure we have the right to do so. Included in that is a thorough explanation to the owner of the personal information, how their information is to be used and disclosed.

Use refers to our own internal purposes for the personal information. Disclosure is when we decide to release personal information externally. There are many instances where external disclosure is necessary such as Ministry reporting. There are just as many instances where disclosure is not immediate and requires the owner of the personal information to consent to our sharing of their information. This includes internet postings and to staff for personal use such as blogs.

When can personal information be disclosed?

- With owner consent
- For the purpose for which it was obtained
- To comply with an Act of Legislature or Parliament
- To aid in a law enforcement investigation from which a court proceeding is likely to result
- In compelling circumstances affecting the health and safety of an individual
- In compassionate circumstances, to facilitate contact with next of kin
- To the Minister
- To the Provincial Information and Privacy Commission

## What's New on the PIM Website

During the month of November we received over 7000 hits on the PIM website.

The "Third Party Agreements for Outsourced Services" guideline is now available on the website.

The December PIM Champion update will be available in the "News" section of the site in early January.

## What's Hot on the PIM Website

This past month the top three items that were accessed in the PIM toolkit were:

Model Classification and Retention Scheme for School Districts

<http://www.pimedu.org/files/toolkit/PIMdatamanagement7.pdf>

Guidelines for the Selection of an Electronic Documents and Records Management System

<http://www.pimedu.org/files/toolkit/PIMdatamanagement3.pdf>

Third-party Agreements for Outsourced Services

<http://www.pimedu.org/files/toolkit/PIMprotection12.pdf>

## Links of Interest

There are many regularly published news items and journal articles related either directly or indirectly to privacy and information management issues in the education sector. Below are links to a few recent items that may be of interest to PIM Champions. While we strive to include mainly Ontario sources, relevant Canadian and foreign sources are also included for your information.

Courts set high bar for damage awards

[Full Story](#)

Traveling across the border this winter?

[Full Story](#)

Dear Santa letters

[Full Story](#)

To access PIM resources or for more information please visit the PIM website at [www.pimedu.org](http://www.pimedu.org)