



February, 2011 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 February, 2011. Previous updates can be found on the PIM website www.pimedu.org.

The Information Management and Access and Privacy Symposium 2011

This event is being hosted by the Office of the Chief Information and Privacy Officer of Ontario (OCIPO), Ontario Public Service, with the assistance of an Advisory Committee comprised of organizations from the broader Ontario public sector. It will offer a broad range of sessions and workshops with expert presenters from the public sector, private sector, and other jurisdictions.

One of the workshops entitled “Access and Privacy Resources for School Boards” will be presented by Nancy Massie, Information Asset Services, York Region District School Board and member of the PIM taskforce.

The symposium will be held over two days on March 10-11, 2011 and for more information click on the link to the registration website. <http://www.imaps2011.ca/>

Personal notes of teacher found to be in custody or under the control of school board

In IPC order MO-2487, the IPC found teacher’s notes about a student to be in the custody or under the control of the Board because “the only reason the teacher would be keeping notes would be in their capacity as an educational professional to fulfill their responsibilities in the performance of the job.”

The Board was ordered to provide the parent with notes and day books maintained by the teacher, as these records were in the custody or under the control of the Board.

This decision is yet another reminder to administrators and teachers that their notes with respect to the behaviour or actions of students or others in the school might be accessed by a parent making an access to information request. Therefore, school board employees should be careful to ensure that their notes are professionally written and maintained.

For more information refer to Keel Cottrelle Education Law Newsletter, [March 2010](#) . The comprehensive order can be found on the IPC website [MO-2487](#).

Robert Keel is the executive editor and Nadya Tymochenko is the managing editor of these newsletters.

What's New on the PIM Website

During the month of January we received over **8500** hits on the PIM website.

The February PIM Champion update will be available in the "News" section of the site next week.

What's Hot on the PIM Website

This past month some of the PIM toolkit items that were accessed most frequently were:

Guidelines for Identifying and Managing Confidential Information
<http://www.pimedu.org/files/toolkit/PIMprotection2.pdf>

Privacy Impact Assessment Guidelines for Ontario School Boards
<http://www.pimedu.org/files/toolkit/PIMrisk6.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.

Traveller's Privacy - Going away during March Break? (ON)
[Full Story](#)

Patient Data Found in Hospital Parking Lot (ON)
[Full Story](#)

New teacher guide to promote Freedom of Information and Protection of Privacy for classrooms (ON)
<http://www.ipc.on.ca/english/Resources/News-Releases/News-Releases-Summary/?id=1009>

To access PIM resources or for more information please visit the PIM website at
www.pimedu.org