



June, 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 June, 2011. Previous updates can be found on the PIM website www.pimedu.org. The next update will be distributed in September 2011.

Privacy and Information Management (PIM) Principal's Handbook

The Privacy and Information Management (PIM) Principal's Handbook provides information about the various procedures and practices related to the components of school-based privacy and information management.

The handbook is organized in a similar manner to the PIM toolkit. It includes sections on Foundations, Data and Information Management, Information Management and Operational Control, Risk Management and Communications.

Within these sections are forty-six items related to school based privacy and information management that can be accessed as "to the point" resources for principals. Many of the items include examples of principal best practices and include links to related resources for those looking for more detail on a particular topic. The Principal's handbook was reviewed by the firm of Keel Cottrelle LLP.

When you visit the site you will notice that there is a linked table of contents for those who prefer to work with the document electronically. There is also a full version available for those who may wish to print out the entire document and keep it as a shelf reference.

At this time, the handbook is being made available through the link below to Directors of Education, PIM Champions and MISA Executive Leads. School boards may want to manage a larger roll-out across their board with all of their school administrators in order to support their board's ongoing development of a privacy and information management culture.

When the handbook is posted (within the next few weeks) on the PIM website, it can be found in the "Resource" section of the site. The French version of the handbook will be ready later in the summer. [Click here](#) to access the Principal's handbook now.

The PIM Online Learning Modules

The PIM Online learning modules, released in late April, have already been accessed more than 250 times. These training modules are designed so that they can be used in a variety of delivery formats. A short guide with ideas on how to use the training modules is included in the package. To access the online learning modules go to the PIM website at www.pimedu.org and click on "Resources" then click on "Online Learning"

What's New on the PIM Website

During the month of May we received over 8000 hits on the PIM website.

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

The PIM Principal's handbook will be available in the "Resource" section of the site next week.

What's Hot on the PIM Website

The Online learning modules received the most "visits" this past month.

<http://www.pimedu.org/learning.html>

The PIM toolkit items that were accessed most frequently were:

Tables of Laws and Citations with Records Retention Requirements for School Boards

<http://www.pimedu.org/files/toolkit/PIMdatamanagement6.pdf>

Record and Information Management Framework for Ontario School Boards

<http://www.pimedu.org/files/toolkit/PIMfoundation2.pdf>

Privacy Breach Protocol

<http://www.pimedu.org/files/toolkit/PIMrisk3.pdf>

Links of Interest

There are many regularly published news, journal and website items that are 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.

Wi-Fi Devices Could Lead to Data Breach (ON)

<http://www.itbusiness.ca/it/client/en/home/News.asp?id=62919>

Commissioner Calls for Change in Thinking About Data Protection (ON)

[Full Story](#)

Awards for Privacy Research and Education (CA)

[Full Story](#)

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