



## October 2010 Update

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

### PIM Initiative Milestones

In 2008, the PIM taskforce began a collaborative, grassroots initiative committed to helping Ontario school boards to comply with provincial and federal information and privacy legislation by developing resources to support the implementation of new privacy and information management standards. To date, there have been several project milestones:

- PIM Toolkit Launch Sep. 2008
- PIM Toolkit Video Launch Dec. 2008
- PIM Website Launch Jan. 2009
- Toolkit Training Videos Completed Jul. 2009
- Capacity-Building Resources Completed Dec. 2009
- Monthly Champion Updates Initiated Jan. 2010
- Online Training Program Initiated May. 2010

Regular updates and progress reports are provided to the stakeholders of this initiative, including the Council of Directors of Education (CODE), the Ontario Association of School Business Officials (OASBO), and all seven MISA Professional Network Centres. Through their support and funding, this initiative has been able to help align and coordinate the information privacy and security efforts of school boards across the province and to strengthen access to information capacities and protection of personal information capacities within the educational system.

### PIM Website Is Available in French

The PIM website is available in both English and French. To access the French-language site, visit <http://www.givpedu.org/>.

### PIM Presentation in the Thunder Bay Region

Recently, PIM taskforce member Russ Coles was invited to speak at the Thunder Bay Region MISA Symposium on the topic of privacy breaches. In his message, he noted that if boards are at the initial stages of implementing their PIM initiatives, password management is a good, straightforward place to begin, starting with standards such as more sophisticated and longer passwords, frequent password changes and not sharing passwords.

The information protection/operational control section of the PIM toolkit contains a resource called "Guidelines for Password Protection" (<http://www.pimedu.org/files/toolkit/PIMprotection3.pdf>). Focusing attention on developing and implementing a strategy in this area can be a good place for boards to begin raising awareness with staff.

PIM Champions can find out more information about other regional events by contacting their board's MISA lead.

## Did You Know?

Leaving a sensitive personal document behind in the photocopier isn't the only risk posed nowadays. With the advent of digital multifunctional machines that can copy, scan, fax or otherwise transmit information, comes the real threat that our sensitive information, including student and staff information, can be abused. Did you know that these machines contain hard drives that store all of the information that ever passes through them?

It is wise to ensure that your Purchasing Department has contracted suppliers that provide secured equipment. The supplier should be ISO-certified (International Standard 15408 Data Security) and employ many methods to ensure information is protected. For example, a 20 digit alphanumeric password is required to access the information stored in the hard drive.

Please ensure your schools and staff restrict the use of sensitive data off board property. Think twice before using the fax machine or copier at your local convenience store.

## PIM Champion Changes: 2010–2011

Several PIM Champion changes have been received this past month. Thank you for helping us keep our distribution list current. PIM Champion changes should be forwarded to [midwood@sympatico.ca](mailto:midwood@sympatico.ca) and should include the name of the 2010–2011 PIM Champion, school board, role within the board, email address, and phone number.

## What's New on the PIM Website

During the month of September we received over 5800 hits on the PIM website.

The October 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, the top three items accessed from the PIM toolkit were:

- Guidelines for the Selection of an Electronic Documents and Records Management System  
<http://www.pimedu.org/files/toolkit/PIMdatamanagement3.pdf>
- The Privacy Impact Assessment Compliance Checklist  
<http://www.pimedu.org/files/toolkit/PIMrisk7.pdf>
- FOI Coordinator Privacy Breach Checklist  
<http://www.pimedu.org/files/toolkit/PIMrisk5.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.

Data Protection Laws Expanding World-Wide (International):

[Full Story](#)

Gaps found in Government Data Handling (Canada)

[Full Story](#)

Security breach leaves students scrambling to change passwords (Ontario)

<http://www.1fpress.com/news/london/2010/10/21/15776256.html>

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