



September, 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 September, 2010. In June, the update distribution was expanded to include MISA Executive Leads and beginning this month, copies of the update will be shared with Directors of Education. Previous updates can be found on the PIM website www.pimedu.org.

PIM and the MISA Regional Professional Network Centres

Many of the Regional MISA Professional Network Centres have included privacy and information management activities (such as hosting regional PIM training events, expanding their PIM focus and running PIM workshops) as part of their 2010- 2011 PNC plans. PIM Champions can find out more information about these regional events by contacting their Board's MISA lead.

PIM Champion Changes - 2010-2011

If there has been a change in your board's PIM Champion over the summer, please inform the taskforce of this change by providing the following contact information:

School board
Name of 2010-2011 PIM Champion
Role within the board
E-mail address
Phone number

Please forward this information to midwood@sympatico.ca

Cross-Organizational PIM teams

Many school boards have put in place cross-organizational privacy and Information management (PIM) teams. These teams meet to discuss, develop and implement privacy and information strategies in their board. Those PIM Champions who have assembled PIM teams are encouraged to share the monthly PIM updates with team members as well as with any other staff who might find the updates useful.

Upcoming PIM Taskforce Resource for school boards

One of the larger undertakings for the taskforce this fall is the development of PIM "e - learning teacher modules". Eight modules are in development at this time. Topics that will be covered include:

- An Overview of Privacy and Information Management / Foundational Concepts
- Appropriate Use of Technology
- Disclosure of Information / Access, Disclosure and Third Party Access
- Expectations of Privacy in the School Setting
- Collection and Use of Information
- Access to Student Information after they leave a school
- Privacy Breaches
- Social Networking

These modules can be used for PIM training and focus on privacy and information management issues at the school level. A PIM development team is working with Curriculum Services Canada to produce these video resources which will be available on the PIM website as well as available as a DVD to all school boards. Look for these resources late in December.

Did You Know?

Under the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA) section 3 (2) institutions (boards) should designate a head of the institution for the purposes of MFIPPA or else the duties fall to the board of trustees. A motion to designate a head and for that head to delegate duties to a Freedom of Information (FOI) Officer is a very good idea if a board hasn't already done this. Also, when a board has a new Director, it may wish to consider to re-visiting this motion at board again. This designation / delegation is important to have in place because the duties directly impact the success the school board will have administering the legislation. Having a subject matter expert assigned responsibility to ensure privacy protection practices are in place and kept up is something that can positively affect all employees, parents and students. If you have sample motions of authority that you use in your board and would like to share these with other PIM Champions please forward them to midwood@sympatico.ca and they will be distributed to all PIM Champions.

What's New on the PIM Website

During the month of August we received over 6400 hits on the PIM website.

The September 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 that were accessed in the PIM toolkit were;

- The Privacy Impact Assessment (PIA) compliance checklist
<http://www.pimedu.org/files/toolkit/PIMrisk7.pdf>
- The Privacy Awareness Checklist
<http://www.pimedu.org/files/toolkit/PIMassessment3.pdf>
- The Guidelines for Determining What Records Need to be Retained
<http://www.pimedu.org/files/toolkit/PIMrisk1.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.

Student e-mail and privacy at Ottawa University (ON) - [Full Story](#)

On line privacy - crossing the border with your laptop (CA) - [Full Story](#)

RFID World reports on tracking preschoolers (US) - [Full Story](#)

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