



# WELCOME!

**September 25, 2008**

On behalf of the Privacy and Information Management (PIM) taskforce, we are pleased to provide you with the Privacy and Information Management (PIM) toolkit.

School boards are rising to the twin challenges of the growing demand for access to information and the heightened expectations surrounding the security and protection of personal information. However, many boards do not have the resources or the dedicated staff to devote to this task which may put the board, staff and/or students at risk. The taskforce, a joint MiSA OASBO initiative, originated as a grassroots group representing all forms of school boards/authorities across the province that came together to develop a toolkit.

Our goal is to help school boards and authorities develop an information culture that respects privacy, mitigates risk, and enhances public trust and confidence in public education with respect to privacy.

The PIM toolkit is not a foolproof volume of recipes. It is not a play-by-play “how-to guide.” It has been designed to assist school boards/authorities to comply with provincial and federal information access and privacy legislation, to establish a foundation to embed information management and privacy protection into their daily practices, and to support their efforts to meet or exceed the expectations of parents, students and teachers with respect to information security and the protection of personal information. Electronic versions of the tools and any updates will be available on a soon to be released toolkit DVD and on the PIM taskforce website.

To ensure that we support all Ontario school boards and authorities, the toolkit has been developed around five guiding principles:

- Aligned with the provision of programs and services to students;
- Inclusive across the school board/authority and for all school boards/authorities (small and large, English and French, public and Catholic);
- Written in plain language, avoiding jargon/acronyms;
- Relevant to school boards/authorities (meaningful, practical and scalable);
- Ethically and legally relevant.



For ease of use, the toolkit is divided into six sections:

**Self-Assessment** - tools to help districts, departments and/or schools assess their current status on privacy information matters.

**Foundation** - foundational tools to support the development of guidelines, policies and procedures.

**Data and Information Management** - guidelines, templates and procedures which can be used to develop overarching organizational frameworks and principles.

**Information Protection/ Operational Control** - guidelines and sample tools to help operationalize privacy and information management strategies.

**Risk Management** - tools to support districts and/or schools ensure accountability, promote public trust and minimize legal liability.

**Communication** - a tool help deepen understanding of terms used in privacy and information management.

Our hope is that you will find the PIM toolkit and DVD to be helpful in strengthening access to information and coordinating/aligning the information privacy and security efforts at your local school board or authority.

For more details on the PIM taskforce, regional training sessions and toolkit enhancements and adjustments, please visit our website: [www.pimedu.org](http://www.pimedu.org)

On behalf of the PIM taskforce,

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