



Privacy & Information Management

Ottawa Catholic School Board

Rationale & Objectives

- Growing demand for access to information
- Expectation of privacy & security of personal data
- Promote confidence in public education
- Ensure compliance with provincial and federal legislation

Committee Members

- Denise Andre
- Cindy Owens
- Richard Chaplinsky
- LouAnn Cousins
- Mardi deKemp
- Marilyn Kasian
- Diane Lochhead
- Anne Maule
- Tammi Pettigrew
- Alana Schryburt
- John Spencer
- Shailja Verma
- Dan Wakerell
- Pat Yaternick

Steps Already Taken

- Updated Records Management Docs
- Email/fax confidentiality clause
- First Class Conference
- Website Presence
- Disclaimer/Terms of Use
- First Class Etiquette
- Targeted training
- Electronic survey

Resources Available

- Videos
- Presentation
- Website
- Ontario Student Record Guidelines
- Legal resources
- Privacy policy
- Principal/School Checklist

Website Rules

- Consistent with Board aims
- No commercial/promotional ads
- Obtain written permission for pictures
- No personal home pages
- Don't use copyrighted materials
- Periodic checks of links for accuracy