



# PRIVACY PRESENTATION

TO THE

ASSOCIATION OF YUKON SCHOOL COUNCILS, BOARDS & COMMITTEES

SPRING 2013 CONFERENCE

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# INTRODUCTION

Confidence blossoms when people feel connected rather than isolated, when they are willing to engage and commit to one another, when they can act together to solve problems and produce results, ignoring boundaries between them.

Rosabeth Moss Kanter

From the introduction page of the Leadership Practices Framework for Yukon School Councils

# Mandate of School Councils

- To model core values of integrity, respect, fairness and responsibility
- To build relationships with and engagement of parents, families and community
- To build collaborative relationships all educational partners
- To build partnerships with Yukon First Nations parents families and communities
- Support continuous improvement and success for student and adult learners
- To develop their knowledge and skills in facilitation, policy development and review, and hiring/performance review

# Confidentiality vs Privacy Protection

- **Confidentiality** – non-disclosure of information obtained during the course of some official activity (usually set out in a confidentiality agreement or oath of confidentiality)
- **Privacy Protection** – a specific set of rules to protect Personal Information (recorded information about an identifiable individual)

# Managing Recorded Information

- In the electronic age, information is shared by:
  - Email
  - Flash drives or memory cards
  - Compact discs or DVDs
  - Social media – blogs, newsletters
  - Websites
- The challenge is to manage and control the records when they contain **Personal Information**

# Legislative or Regulatory Schemes

- Yukon School Councils, Boards & Committees are NOT covered by privacy protection legislation
- *Access to Information and Protection of Privacy (ATIPP) Act* amendments (December 2009) create a process for including school councils as 'public bodies' under the Act.

# School Council Challenges

- Communicating sensitive information between Council members
- Sharing information with and between school administration and other partners
- Responding to concerned parents on issues
- Responding to an individual's request for their own personal information held in School Council records

# Question from School Council Member

How should a school council communicate information of a sensitive nature among its members in between meetings to ensure everyone is up to date and that all relevant input can be considered regarding any one or more concerns brought to school council by a concerned parent?



# What rules should we follow?

- In the absence of legislation, School Councils are free to determine their own rules for Privacy Protection
- An existing framework is the Model Code for Privacy Protection that includes 10 universal principals
- To adopt the Model Code School Councils should conduct a Privacy Audit

# Privacy Audit – 12 Questions

- 1. What is the role and function of the organization?
- 2. What are its principle activities?
- 3. What privacy laws and regulations impact the organization?
- 4. What type of personal information does the organization collect?
- 5. Does the organization have privacy policies and procedures with respect to collection, use, retention, destruction, and disclosure of personal information?
- 6. Does the organization have responsibility and accountability assigned for managing a privacy program?

# Privacy Audit Questions (cont'd)

- 7. Does the organization know where all personal information is stored?
- 8. How is personal information protected from unauthorized access, use, disclosure, destruction?
- 9. Is any personal information collected by the organization disclosed to third parties?
- 10. Are employees properly trained in handling privacy issues and concerns?
- 11. Does the organization have adequate resources to develop, implement, and maintain an effective privacy program?
- 12. Does the organization complete a periodic assessment to ensure that privacy policies and procedures are being followed?

# Developing & Adopting a Privacy Policy

- Examine the 10 Privacy Principles in the Model Code for the Protection of Personal Information
  1. Be accountable
  2. Identify the purpose (reasons) for collecting personal information
  3. Obtain consent
  4. Limit collection of personal information to only what is necessary for the identified purpose

# 10 Privacy Principles (cont'd)

5. Limit Use, Disclosure & Retention
6. Be accurate – minimize using incorrect information
7. Safeguard Information with reasonable measures
8. Be open about processes for privacy protection
9. Give individuals access to their personal information
10. Provide mechanism for handling complaints

# Template for Privacy Policy

- See Volunteer Yukon website for a policy template for Non-Profit organizations
  - [www.volunteeryukon.ca](http://www.volunteeryukon.ca)
- See Hank Moorlag's website
  - [www.commongroundyukon.com](http://www.commongroundyukon.com)