

Policy Manual – Administration

A.17 – Privacy Breach

Policy Statement

A privacy breach occurs when personal information is compromised, that is, when it is collected, used, disclosed, retained, or destroyed in a manner inconsistent with privacy legislation.

All Hamilton-Wentworth Catholic District School Board (Board) employees need to be alerted to the potential for personal information to be compromised, and therefore potentially play a role in identifying, notifying, and containing a breach.

Purpose

It is the responsibility of the Hamilton-Wentworth Catholic District School Board (Board) to contain and respond to incidents involving unauthorized disclosure of personal information.

All employees have a role and responsibility to notify and assist in the containment of a privacy breach. Use the Privacy Breach Report in Appendix C in conjunction with this protocol.

Responsibility

Director of Education
Freedom of Information Coordinator

Regulations

Municipal Freedom of information and Protection of Privacy Act (MFIPPA)
Personal Health Information Protection Act (PHIPA)
Personal Information Protection and Electronic Documents Act (PIPEDA)

Related Policies

A09 Freedom of Information and Protection of Individual Privacy
BM06 Video Electronic Surveillance
HM04 Security, Confidentiality and Protection of Personal Information

Related Board Committee

Committee of the Whole

Policy Review Date

BM Original Policy Approved 21 June 2011 Revisions: 01 March 2016, 06 November 2019, 7 November 2023
To be reviewed every five years