

## **Access and Privacy in Ontario: An Overview**

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Mr. Higgins provides a backgrounder on privacy and data protection. His primary focus is Ontario's privacy and access to information laws. He outlines the mandate and function of the Ontario Information and Privacy Commissioner, and shares some tips, cautionary tales, and success stories from past cases.

### **Suggested Audience:**

- Directors
- Superintendents with Privacy and Access Responsibilities
- Superintendents with MISA Responsibilities
- Information and Technology Managers
- Freedom of Information Managers
- MISA Leads
- Special Education/Records Staff
- Board Researchers and Analysts

### **Segments:**

1. The Two Sides: Access and Privacy
2. Purposes of the Legislation
3. Who Accesses Information
4. Exemptions
5. Responding to Requests
6. Privacy
7. Disclosure
8. Privacy Breaches

### **Segment 1: The Two Sides: Access and Privacy**

(Length: 5 minutes)

#### **Look for the following:**

- Overview of related acts/statutes and Information Privacy Commission

#### **After viewing Segment 1:**

- Identify the distinctions between access and privacy?

## **Segment 2: Purposes of the Legislation**

(Length: 6 minutes)

### **Look for the following:**

- Right of access to records
- Protection of individual privacy
- Access to personal information
- Rights of access and appeal

### **After viewing Segment 2:**

- What are the purposes of FIPPA and MFIPPA?

## **Segment 3: Who Accesses Information**

(Length: 3 minutes)

### **Look for the following:**

- Users of the Act
- Kinds of requests

## **Segment 4: Exemptions**

(Length: 5 minutes)

### **Look for the following:**

- Mandatory exemptions
- Exclusions to the Act
- Asking for your own personal information

## **Segment 5: Responding to Requests**

(Length: 10 minutes)

### **Look for the following:**

- Timeframes
- Appeals
- Process/stages to address appeals
- Standard of reasonableness/correctness
- Judicial reviews

## **Segment 6: Privacy**

(Length: 7 minutes)

### **Look for the following:**

- Data protection
- Definition of “personal information”

### **After viewing Segment 6:**

- What implications does privacy have in education?

## **Segment 7: Disclosure**

(Length: 6 minutes)

### **Look for the following:**

- Consent
- Direct collection of data
- Use of information versus disclosure

### **After viewing Segment 7:**

- What forms or documents within your school district have a collection statement? Are there other forms that need to be generated?

## **Segment 8: Privacy Breaches**

(Length: 9 minutes)

### **Look for the following:**

- Examples of privacy breaches
- Steps in conducting a Privacy Impact Assessment
- Preventive privacy practices
- Website information

### **After viewing Segment 8:**

- What are the issues related to the outsourcing of data?
- What is a Privacy Impact Assessment and what are the implications for school districts?