

**Nova Scotia Department of Education
Privacy Policy**

Approved By: Dennis Cochrane, Deputy Minister

I POLICY STATEMENT

It is the policy of the Department of Education that it will comply with the privacy protection provisions of the Freedom of Information and Protection of Privacy Act, the Personal Information International Disclosure Protection Act, the Government Privacy Policy and other applicable legislation. The Department of Education will uphold the principles of transparency, custodianship and shared responsibility established in the Government Privacy Policy, as it relates to the collection, use and disclosure of personal information.

II DEFINITIONS

For the purposes of this policy, the following definitions shall apply.

employee	an individual in the employ of, seconded to, or under personal service contract to the Department of Education. The definition includes volunteers, students, and interns who have access to personal information.
FOIPOP	<i>NS Freedom of Information and Protection of Privacy Act</i>
personal information	as defined in clause 3(1)(l) of the FOIPOP Act, "recorded information about an identifiable individual", including: (i) the individual's name, address or telephone number, (ii) the individual's race, national or ethnic origin, colour, or religious or political beliefs or associations, (iii) the individual's age, sex, sexual orientation, marital status or family status, (iv) an identifying number, symbol or other particular assigned to the individual, (v) the individual's fingerprints, blood type or inheritable characteristics, (vi) information about the individual's health-care history, including a physical or mental disability, (vii) information about the individual's educational, financial, criminal or employment history, (viii) anyone else's opinions about the individual, and (ix) the individual's personal views or opinions, except if they are about someone else
privacy breach	the event of unauthorized collection, access, use, disclosure, or alteration of personal information
PIA	a Privacy Impact Assessment is a due diligence exercise which identifies and addresses potential privacy risks that may occur in the course of the operations of a public body
record	as defined in clause 3(1)(k) of the FOIPOP Act, includes books, documents,

maps, drawings, photographs, letters, vouchers, papers and any other medium on which information is recorded or stored by graphic, electronic, mechanical or other means, but does not include a computer program or any other mechanism that produces records

III POLICY OBJECTIVES

The policy is designed to ensure that the Department of Education meets its legislated obligations in the management of personal information throughout its life cycle. This includes ensuring the protection of personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal.

IV APPLICATION

This policy applies to all employees, and all personal information in the custody and control of the Department of Education.

V POLICY DIRECTIVES

1. The Department of Education shall only collect, access, store, use, disclose and dispose of personal information where authorized by law.
2. The head of the Department of Education shall identify those individuals with designated or delegated responsibilities for making reasonable security arrangements for personal information in keeping with the provisions of applicable legislation.
3. The Department of Education shall have a privacy breach protocol, per the template maintained by the Information Access and Privacy Office, Department of Justice.
4. The Department of Education shall complete a privacy impact assessment for any new program or service, or for a significant change to a program or service, which involves the collection, use or disclosure of personal information, as per the template maintained by the Information Access and Privacy Office, Department of Justice.
5. All employees shall be advised of the policy coming into force.
6. This policy shall be made readily available and will be posted on the Department of Education Internet website.
7. An individual or client of the Department who believes there is an error or omission in their personal information may request the head of the public body that has the information in its custody or under its control to correct the information, under the provisions of S. 25 of the Freedom of Information and Protection of Privacy Act. Such requests for correction of personal information shall be directed to the Manager, Information Management Division, Corporate Policy Branch. Such requests for correction do not include routine requests from an individual to update his/her personal information such as address, contact information, etc.

VI POLICY GUIDELINES

1. Personal information will be collected, used and disclosed according to the provisions of the Freedom of Information and Protection of Privacy Act.
2. Personal information will be maintained securely and accessible only to the staff that need access to the information for the purpose of carrying out a program or service of the Department. For example,

personal information in paper format will be stored securely and protected against unauthorized access; personal information in electronic format will be password-protected. Disposal of transitory and master records containing personal information will be carried out using secure methods, such as shredding.

3. Information and awareness will be provided to all staff on the privacy protection of personal information. The Department of Education shall ensure that all new employees receive a copy of this policy in an orientation package, or that the Manager, Information Management Division will provide information on proper procedures regarding the protection of personal information.
4. Questions regarding this privacy policy may be directed to the Manager, Information Management Division.

VII ACCOUNTABILITY & SECURITY

1. The deputy head of the Department of Education shall be accountable for compliance with this policy.
2. Each employee is responsible for complying with this policy and the privacy policies of the Department of Education and the Government of Nova Scotia.

VIII MONITORING

The Deputy Minister will be responsible for monitoring the compliance with the policy.

IX REFERENCES

Canadian Standards Association Model Code 10 Principles
Degree Granting Act and Regulations
Education Act and Regulations
Freedom of Information & Protection of Privacy Act and Regulations
Government Records Act
Management Manual 100: Management Guide, Chapter 1, Policy 1.2, Management Manuals Policy
Management Manual 300: Common Services, Chapter 4, Policy 4.7, Website Privacy Policy
Personal Information International Disclosure Protection Act
Privacy Impact Assessment
Privacy Breach Protocol
Private Career Colleges Education Act and Regulations
Student Aid Act and Regulations
Teaching Profession Act
Canadian Standards Association Model Code 10 Principles

X ENQUIRIES

Further information regarding this policy is available on request from the Manager, Information Management Division, Corporate Policy Branch, 424-2793.