

Definitions

1. In the Algonquin and Lakeshore Catholic District School Board, the following definitions will be used:
 - 1.1 The Ontario Student Records shall consist of those records kept on a student, as listed in section 3 of the *OSR Guideline, (2000)* and in section 2 of this administrative procedure.
 - 1.2 The Ontario Student Record Folder shall be one of the records kept on a student containing the data outlined in the *OSR Guideline, (2000), section 3.1*.
 - 1.3 The *OSR Guideline, (2000)* shall be the Ministry of Education's *OSR Guideline, (2000)*.
 - 1.4 A current OSR shall be one for a student who is registered in one of the Board's schools. An inactive OSR shall be one for a student who was registered in one of the Board's schools but who has retired from school or who has transferred to a school outside the jurisdiction of this Board.
 - 1.5 The Ontario Student Record (OSR) is the record of a student's educational progress through schools in Ontario. The Education Act states that the OSR is "privileged for the information and use of the Supervisory Officer and the principal and teachers of the school for the improvement of instruction" of the student, (*OSR Guideline p. 3*).
 - 1.6 A student record is a record of personal information about a student which both identifies the student and includes other personal information. The use of the information of a student record is for the administrative or operational functioning of the school; it is not for improvement of instruction and is not part of the OSR. (This information is collected and used under the authority of the Education Act.)

2. Record:
 - 2.1 A "record" is any record of information however recorded, whether in printed form, on film, by electronic means or otherwise and includes:
 - a) correspondence, a memorandum, a book, a plan, a map, a drawing, a diagram, a pictorial or graphic work, a photograph, a film, a microfilm, a sound recording, a videotape, a machine-readable record, any other documentary material regardless of physical form or characteristics and any copy thereof; and
 - b) subject to the regulations, any record that is capable of being produced from a machine-readable record under the control of an institution by means of computer hardware and software or any other information storage equipment and technical expertise normally used by the institution.
 - 2.2 The definition of "record" is very broad and includes virtually every form of information held by an institution. The definition is not restricted to actual physical documents, but includes records that can be created from existing data in a computer bank. Even "documents" such as electronic mail are

considered to be records.

- 2.3 Handwritten notes or other notations on records form a part of what are considered to be “records”. Likewise, working copies and drafts of reports and letters are also records.

3. Inactive OSR:

- 3.1 The file of a student who is no longer enrolled in that school. Please see storage and retention section for further information.

4. Personal Information:

- 4.1 “Personal Information” means recorded information about an identifiable individual, including:
- a) information relating to the race, national or ethnic origin, colour, religion, age, sex, sexual orientation or marital or family status of the individual;
 - b) information relating to the education or the medical, psychiatric, psychological, criminal or employment history of the individual or information relating to financial transactions in which the individual has been involved;
 - c) any identifying number, symbol or other particular assigned to the individual (e.g., Ontario Education Number);
 - d) the address, telephone number, finger prints or blood type of the individual;
 - e) the personal opinions or views of the individual except if they relate to another individual;
 - f) correspondence sent to an institution by the individual that is implicitly or explicitly of a private or confidential nature and replies to that correspondence that would reveal the contents of the original correspondence;
- 4.2 Personal information must be about an identifiable individual, i.e., a human being. In general, therefore, information linked to a property or a specific municipal address, such as market value assessment, hydro-electric consumption or building permit information, would not be personal information. However, records containing such property-related information may also contain an individual’s name and personal information such as home telephone number. Care should be taken to ensure that any disclosure of that personal information complies with the privacy protection provision of the legislation.
- 4.3 An individual’s name, on its own is not personal information. To be personal information with the meaning of the Act, the name must be associated with other personal information as defined in section 2 of the FOI Act. For example: *An individual’s name kept by a social services department would be personal information because the fact that the name was on a record at the department might indicate that the person was, or is, in receipt of public assistance.*
- 4.4 Corporations, partnerships, sole proprietorships and trade unions are not considered by law to be “individuals” and, therefore, information about them is not personal information. However, records containing information about these business entities may contain personal information about

individuals and may warrant the protection provided in the legislation.

- 4.5 Personal information does not include information about an individual who has been dead for more than thirty (30) years [section 2(2)].

5. Personal Information Bank:

- 5.1 A “personal information bank” is a collection of personal information that is organized and capable of being retrieved using an individual’s name and an identifying number or particular assigned to the individual.
- 5.2 A collection of personal information in the custody or control of an institution would be a personal information bank if it has the following characteristics:
- a) it must contain personal information;
 - b) information contained in the bank must be a collection of like or similar information about individuals;
 - c) information must be linked to an identifiable individual; and
 - d) the information must be capable of being retrieved by the individual’s name or identifying symbol (such as a number or code name).

For example, a public library’s circulation records that contain the names, addresses and borrowing records of patrons would be a personal information bank.

- 5.3 Institutions will often have collections of records which contain some personal information, but these would not meet the criteria for the definition of a personal information bank. For example, *a transit commission might have purchase orders which, in some instances, contain an individual’s name and address, but the records are not organized or retrievable by the individual’s name.*