

## **POLICY STATEMENT**

### **RECORDS AND INFORMATION MANAGEMENT**

#### **Rationale**

The Algonquin and Lakeshore Catholic District School Board is committed to instituting and maintaining a comprehensive Records and Information Management (RIM) Program for the systematic creation of records and information that are accurate, authentic, reliable and trustworthy, support accountability and serve as evidence of Board activities.

#### **Guiding Principles**

The purpose of the Algonquin and Lakeshore Catholic District School Board's Records and Information Management Program is to:

- Support efficient and effective program and service delivery;
- Foster informed decision-making;
- Facilitate accountability, transparency and collaboration; and
- Preserve and ensure access based on security and confidentiality of sensitive material procedures to records and information in accordance with the laws of Ontario and Canada for the benefit of present and future generations.

#### **References**

*Education Act and Regulations*

*Municipal Freedom of Information and Protection of Privacy Act (MFIPPA)*

*Personal Health Information and Protection Act (PHIPA)*

*Freedom of Information and Protection of Privacy Policy*

#### **Administrative Procedures**

[Records and Information Management Administrative Procedures](#)

Approved: May 22, 2012

Reviewed: November 14, 2023