



ALGONQUIN AND LAKESHORE CATHOLIC DISTRICT SCHOOL BOARD

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)

Administrative Procedures

Records and Information Management Administrative Procedures

Approved: May 22, 2012