



<u>DUFFERIN-PEEL CATHOLIC DISTRICT SCHOOL BOARD</u> <u>POLICY</u>	
POLICY NUMBER:	P-5003
SUBJECT:	Records and Information Management
REFERENCE:	P-5004 : Network Use and Security GAP5011 : Classification and Records Retention Schedule GAP5012 : Ontario Student Record Procedure
EFFECTIVE DATE:	October 25, 2005
AMENDED DATE:	January 2022

*"For the LORD gives wisdom; from his mouth come knowledge and understanding.
Proverbs 2:6*

1. PURPOSE

- 1.1. The Dufferin-Peel Catholic District School Board (DPCDSB) is committed to instituting and maintaining a comprehensive Records and Information Management (RIM) program for the systematic creation of records and information holdings that are accurate, authentic, reliable, trustworthy, support accountability, and can serve as evidence. RIM holdings shall be safely and securely maintained for as long as they are required, and staff shall be trained in their responsibilities regarding Board records.
- 1.2. The creation and management of DPCDSB records shall be in accordance with the provisions of the *Education Act*, the *Municipal Freedom of Information and Protection of Privacy Act* (MFIPPA), the *Personal Health Information Protection Act* (PHIPA), DPCDSB privacy policies other applicable laws.

2. DEFINITIONS

- 2.1. **Record:** A document, regardless of physical format or characteristics, that memorializes and provides objective evidence of activities performed, events elapsed, results achieved, or statements made in the course of the organization's daily activities.
- 2.2. **Information:** Data that are organized and arranged for better comprehension or understanding.
- 2.3. **Data:** Any symbols or characters that represent raw facts or figures and form the basis of information.

3. APPLICATION AND SCOPE

- 3.1. Records and information received, created, and maintained on behalf of DPCDSB to support the operations of schools and DPCDSB as a system are the property of DPCDSB and subject to this policy.

- 3.2. Any record and information made of any act, transaction, occurrence, or event may be admissible as evidence of such where it is made in the usual and ordinary course of any business.
- 3.3. Section 4.1 of MFIPPA requires that “reasonable measures respecting the records in the custody or under the control of the institution are developed, documented, and put into place to preserve the records in accordance with any recordkeeping or records retention requirements, rules or policies, whether established under an Act or otherwise, that apply to the institution”.
- 3.4. This policy applies to all records and information in custody or under the control of DPCDSB.
 - 3.4.1. This policy addresses all aspects of DPCDSB operations, including all records made or received in the day-to-day business operations of DPCDSB, regardless of the media in which the records are created, stored, or maintained.
 - 3.4.2. This policy applies to all business applications and information technology systems used to create, store, and manage records and information, and to all third-party contractors or agents who collect or receive records and information on behalf of DPCDSB.

4. PROCEDURES AND RECORDS PRINCIPLES

- 4.1. The management of DPCDSB records and information shall be in accordance with Generally Accepted Recordkeeping Principles® set out by the Association of Records Managers and Administrators (ARMA) International as a global standard as follows:
 - 4.1.1. **Accountability:** The Director of Education shall oversee the records and information management program and delegate responsibility to appropriate individuals. All employees are responsible for managing records, in accordance with their duties and ensuring compliance with this policy and DPCDSB records procedures, as outlined in General Administrative Procedure (GAP) 540.00 – *Document Retention Schedule*.
 - 4.1.2. **Integrity:** Records generated by or managed for the organization shall provide details about, and evidence of, the activities of DPCDSB, and shall have a reasonable guarantee of authenticity and reliability.
 - 4.1.3. **Protection and Security:** An appropriate level of security shall be used to protect records and information that are private, confidential, privileged, and essential to business continuity or that otherwise require protection.
 - 4.1.4. **Compliance:** DPCDSB shall comply with applicable laws of Ontario and Canada, and with DPCDSB policies.
 - 4.1.5. **Availability:** Records and information shall be maintained in a manner that ensures timely, efficient, and accurate retrieval by DPCDSB as required.
 - 4.1.6. **Retention:** Retention periods based on legal, regulatory, fiscal, operational, and historical requirements shall be applied to records.

- 4.1.7. **Disposition:** The disposition of records and information shall be in accordance with the retention schedule in a manner that is secure and is an appropriate disposition to the medium.
- 4.1.8. **Transparency:** The records and information management program shall be documented in an open and verifiable manner, and that documentation shall be available to all personnel and appropriate, interested parties.

5. RESPONSIBILITIES

- 5.1. Employees shall be trained on [GAP5011](#) – *Classification and Records Retention Schedule* and their responsibilities for creating and maintaining accurate records.
- 5.2. All employees are accountable for the records and information they create and maintain to support DPCDSB operations.
- 5.3. Any employee(s) that:
 - 5.3.1. Willfully destroys, alters, deletes, and/or removes records and/or information holdings from the custody or control of DPCDSB, is in violation of this policy, except as required by DPCDSB policy and/or applicable laws; and/or
 - 5.3.2. Willfully conceals or makes private use of DPCDSB records and information is in violation of this policy; and may be guilty of an offence and on conviction liable to a fine (s.48.1 MFIPPA) and may be subject to disciplinary action, including, termination of employment.