November, 2010 Update

PIM Champions in each school board receive regular updates of PIM related activities from the PIM taskforce. This is the PIM Champion update for November, 2010. Previous updates can be found on the PIM website www.pimedu.org.

PIM Taskforce Approaching the End of its Three Year Mandate

The PIM taskforce is approaching the end of its three year mandate of helping Ontario school districts comply with provincial and federal information and privacy legislation by developing resources to support districts as they implement new information management standards. This three year mandate is presently scheduled to end in August, 2011.

As a taskforce, we are presently discussing future directions and possible courses of action for the initiative. These may include either ending its operation at the end of its present mandate, or seeking out another educational group or groups to take over and manage the PIM initiative or renewing our existing mandate should stakeholder support continue.

The taskforce continues to work diligently on behalf of school districts from across the province to support the attainment of the goals of the initiative. **If you have any related comments, suggestions or would like to share any ideas regarding the future of the PIM initiative, please e-mail either of the taskforce co-chairs Gina Coish or Erica vanRoosmalen.** Thank you in advance for taking the time to provide input to the taskforce.

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Third Party Privacy Agreements Guideline Now Available in the PIM Toolkit

A new PIM Toolkit guideline called Third Party Agreements for Outsourced Services is now available. The purpose of this guideline is to provide tools that can be used by Ontario school districts when contracting services that involve the release or transfer of staff and student personal information to ensure it is protected. On the PIM website, click on Resources / PIM Toolkit and the new guideline can be found in section 4 or click on this link. http://www.pimedu.org/files/toolkit/PIMprotection12.pdf

Thanks goes out to Nadya Tymochenko from Keel Cottrelle LLP for her assistance in reviewing this document. Like all other toolkit items, this document is in both PDF and word format so that it can be personalized by each board should they wish to do so. As well, when you are on the PIM website, you may wish to click on Resources / Videos / PIM Lawyers then scroll down to watch a video of Nadya discussing key issues with respect to third party service providers.

Did You Know?

Occasionally parents will request that a name other than the name on the birth certificate be recorded on their child's Ontario Student Record. Your legal name is the name you receive when you are registered at birth, and includes your first or given name, surname, and middle name (if any).

The *Change of Name Act* allows a person to change his or her name and it allows parents to change the name of their child. (At age 12 the child's consent is required to change his/her name.) If parents are very concerned about the continued use of a legal name they should consider changing the student's name in accordance with the *Change of Name Act*. Under the Ministry's OSR Guidelines a "*repute surname"* can be included in the OSR as follows;

Upon receiving a written request to identify a student by a repute surname, the principal will consider the following:
· The student is known by a surname other than his or her legal surname,
· the surname is a name obtained by repute, and
· the use of the surname is in the student's best interests

If the principal is satisfied, the requested surname will be recorded in Part A of the OSR folder in addition to the legal surname of the student, and the requested surname will be used henceforth. The legal surname will be enclosed in brackets. The written request will be stored in the documentation file. The same can be applied to requests to change the first and middle names.

The reason for retaining the registered name on all of the important documents, such as report cards, transcripts etc. is for continuity and because the OSR is a legally acceptable identity document. It could happen, for example, when years later people are looking for verification of their identity, there are no school records that have their name recorded accurately.

Where name changes are accepted, advise families that other institutions may require legal proof that transcripts and diplomas are legitimately those of the student.

What's New on the PIM Website

During the month of October we received over 6800 hits on the PIM website.

The "Third Party Agreements for Outsourced Services" guideline is now available on the website.

The November PIM Champion update will be available in the "News" section of the site next week.

What's Hot on the PIM Website

This past month the top three items that were accessed in the PIM toolkit were;

Guidelines for the Selection of an Electronic Documents and Records Management System
http://www.pimedu.org/files/toolkit/PIMdatamanagement3.pdf

Guidelines for Password Procedures
http://www.pimedu.org/files/toolkit/PIMprotection3.pdf

Privacy Impact Assessment Compliance Checklist
http://www.pimedu.org/files/toolkit/PIMrisk7.pdf

Links of Interest

There are many regularly published news items and journal articles related either directly or indirectly to privacy and information management issues in the education sector. Below are links to a few recent items that may be of interest to PIM Champions. While we strive to include mainly Ontario sources, relevant Canadian and foreign sources are also included for your information.

Michael Geist writes of "a growing privacy divide between generations" (INT)
Full Story

Canadian data breaches increasing, costs decreasing (CA)
Full Story

Proposed access law would reshape the internet in Canada (CA)
Full Story

To access PIM resources or for more information please visit the PIM website at www.pimedu.org