



UPPER GRAND DISTRICT SCHOOL BOARD

APPENDIX D
FILE CODE: S15

Child and Youth Counsellors Privacy Statement

40 Amelia Street, Orangeville, ON, L9W 3T8, Phone 519-941-6191, Ext. 252

Child & Youth Counsellors Privacy Statement

Re: _____ School: _____

The Child and Youth Counsellors of the Upper Grand District School Board are committed to respecting and protecting the privacy of our students. This statement outlines our procedures with respect to collecting, using and disclosing a student's personal information.

Note: The term 'you' implies the student

1. Private information will not be collected about you without informed consent, except in an emergency situation
2. Only information that is needed to provide service to you is collected and recorded.
3. The privacy of your information is protected through established office procedures, ensuring that:
 - a) all files are stored in locked cabinets;
 - b) records prepared on the computer are password protected and are stored on disk, flash drive or CD that is
 - c) also password protected;
 - d) no personal information is released without signed consent, and that no personal information is transmitted via e-mail.
4. On rare occasions, your file may be seen by other professionals who are carrying out an audit or review of departmental practice which is a standard procedure of professional colleges to ensure that the highest standards of care are met. These professionals are also legally bound to maintain the privacy of your file.
5. Personal Information about you will be disclosed to persons outside the Upper Grand District School Board **only with your written consent**, except in situations in which disclosure is justified by law or the professional code of ethics.(eg. under subpoena)
6. When giving permission to disclose personal information, you may limit what information is disclosed. However, if the information you do not want disclosed is clearly needed by the person receiving the information to provide you with appropriate service, we are required by law to inform the person receiving the information that you have refused consent to provide some necessary information.
7. You have the right to see the file and to request copies of information in that file. Exceptions include the possibility of harm to you or someone else, and confidential information in the record about a person other than yourself.
8. If you believe that information in your record is not accurate, you may request to have the information corrected. If, however, the professional does not agree with the correction, you may file a notice of disagreement for your record.
9. Should you require further clarification please direct any questions you have regarding this Privacy Statement to _____ Child & Youth Counsellor at _____, or to the Board's Freedom of Information Coordinator, Sue Krueger at 519-822-4420, ext. 721. These privacy procedures have been developed in accordance with the law of Ontario, as well as with professional regulations and ethical standards. Further information can be obtained from the Information and Privacy Commissioner/Ontario (www.ipc.on.ca or 416-326-3333 or 1-800-387-0073).

Date Discussed: _____ Telephone In Person _____
(Parent or Student Signature)

Copy Requested No Copy requested

Service Provider: _____
Name Profession (Signature of Professional)