



SCHEDULE "A"

**Hamilton-Wentworth District School Board pursuant to the
Municipal Freedom of Information and Protection of Privacy Act
Request Form**

<p>Please complete the following form. A \$5.00 fee must accompany all requests for information. Personal information on this form collected under the authority of <i>The Education Act</i> and the Ontario <i>Municipal Freedom of Information and Protection of Privacy Act (RSO 1990)</i> and is protected under the provisions of privacy legislation.</p>			
Last Name		First Name	
Name of company or organization (if applicable)			
Mailing address	City/Town	Province	Postal Code
Day Phone No.	Alternate Phone No.	Fax No.	E-Mail Address
REQUEST			
<p>Please describe the records you are requesting, giving as much detail as possible. If you wish to access your personal information, be sure to give all your previous names. Attach a separate sheet if the space below is not sufficient.</p>			
Preferred Method of Viewing Records: Examine Originals ___ Receive Copy ___		Your Signature	Date Signed (Year/Month/Day)
<p>The Board is under no obligation to create records in response to a freedom of information request where no responsive records exist.</p>			



SCHEDULE “B” DRAFT WEBPAGE CONTENT

1. *Municipal Freedom of Information and Protection of Privacy Act*

The *Municipal Freedom of Information and Protection of Privacy Act* (the “Act”) applies to municipalities, local boards, agencies and commissions, including the Hamilton Wentworth District School Board (the “Board”).

The *Act* requires that the Board protect the privacy of an individual's personal information existing in government records. Moreover, subject to certain exceptions and exemptions, the *Act* gives individuals the right to request access to information, including general records and records containing their own personal information.

The *Act* creates a privacy protection scheme which the Board must follow to protect an individual's right to privacy. The scheme includes rules regarding the collection, retention, use, disclosure and disposal of personal information in its custody or control.

If an individual feels his or her privacy has been compromised by a government organization governed by the *Act*, he or she may contact the Information and Privacy Commissioner who may investigate any such complaint. The Information and Privacy Commissioner/Ontario has a Web site that provides comprehensive information about the *Acts* and specific information for schools and school boards. For more information, please visit the Information and Privacy Commissioner’s website at: <http://www.ipc.on.ca>.

2. *Notice of Collection*

Personal information is collected by the Board under the authority of s. 265(1)(d) of the *Education Act*, and pursuant to sections 28(2) of the *Municipal Freedom of Information and Protection of Privacy Act*. This information is used for the academic, administrative, employment-related, financial and statistical purposes of the Board. The information will be used, among other things, to admit, register and graduate students, record academic achievement, and, where applicable, to provide access to information systems and to operate academic, financial, athletic, recreational, and other programs. Information on admissions, registration and academic achievement may also be disclosed and used for statistical and research purposes by the Board, post-secondary educational institutions and the federal and provincial governments. The names of students, award information and date of graduation are considered public information and may be published by the Board. In addition, student photographs posted by the Board in the form of individual pictures or class pictures may be publicly displayed. The Board may also collect personal information from other relevant sources including, without limitation, other school boards.

Aside from the foregoing, the information you provide and any other information placed in a student record, or in a personnel record, will be protected and used in compliance with Ontario's *Municipal Freedom of Information and Protection of Privacy Act* (RSO 1990) and will be disclosed only in accordance with this Act.

3. *Freedom of Information Requests*

Formal requests pursuant to Act should be directed to [TBD] using the form available at [insert link to form]. Responses to requests are delivered within 30 calendar days from the date of receipt of the request.