

Personal Information

PUBLIC USE OF PERSONAL INFORMATION BY OFHSA:

Any public use of personal information (including minutes, newsletters, the *OFHSA Bulletin*) requires the written consent of the individual.

Contact the OFHSA office for an OFHSA release form.

Identifying Children

The safety of children is paramount to OFHSA.

Photos of children, including the OFHSA Citizenship Award winners, are only published with the written permission of their parents or guardians. Their full first name and the first letter of their surname are used.

Contact OFHSA

905-308-9563
info@ofhsa.on.ca
www.ofhsa.on.ca

What is Personal Information?

Personal information refers to any identifying information provided by members when they fill out a membership form. This includes name(s), address, phone number, e-mail address etc.

Use of Personal Information by OFHSA

Home and School Associations and OFHSA use information provided for communication purposes. It is necessary for the Federation to have contact information for all members covered under the OFHSA liability policy. OFHSA does not share or sell personal information with other organizations. The only exception would be the sharing of information with our insurance broker, in the case of a claim being filed.

Home & School Communications and Minutes

Some families in your school may be involved in legal issues or custody situations. These cases are private and may not be known to anybody but the principal. To protect those families from being identified their personal information should be protected and remain confidential. It is suggested that only the official minutes, kept in the Association minute book, include attendance and regrets. The minutes should be circulated and posted without identifying information in them. Your association may consider posting recaps of the meetings, without names in them. These will let the school community know what issues or subjects were discussed at the meeting without being able to identify anybody who was or was not present.

When using the H&S distribution list for communications via e-mail use the bcc feature to hide the addresses. Include a personal information disclaimer, your contact information and include an unsubscribe mechanism.

Other Resources

Information and Privacy Commissioner, Ontario www.ipc.on.ca
Freedom of Information and Protection of Privacy Act
www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm

