SUPERIOR-GREENSTONE DISTRICT SCHOOL BOARD

Section	PROGRAM	
Policy Name	IT Information Privacy Policy	612
Board Approved: March 1, 2022		*Review Prior To: December 2027*

POLICY

While installing, accessing, or using Information Systems, Applications, Tools, and Data, IT personnel will respect, preserve, and protect the privacy of people's activity and data within the SGDSB information technology ecosystem.

DEFINITIONS

"respect" means recognizing limits and boundaries people put in place to protect their privacy

"preserve" means avoiding any unnecessary or excessive, encroachment or erosion of the limits and boundaries a person has put in place to protect their privacy.

"protect" means to actively defend the limits and boundaries people put in place to protect their privacy.

"privacy" means the freedom from being observed without prior express and immediate consent being granted that is directly related to the context within which the observing happens.

PROCEDURE

1.0   Justification
IT administrators use tools and have special access to computer systems that could potentially be used for purposes that may threaten the privacy of other people who use the SGDSB information systems and devices.

2.0   Objective
The objective of this policy is to provide a governance frame of reference for the development of processes related to the assessing and adoption of IT administrative tools, as well as their proper and appropriate use.

3.0   Scope
This policy applies to:

3.1 All staff possessing the access rights to install software or perform administrative functions.

3.2 All software installed on SGDSB devices or information systems.

4.0 Exceptions

This policy allows for the granting of exemptions, provided that they are:

4.1 Issued in writing.

4.2 Authorized by the Director of Education or a higher authority.

4.3 Specific in their scope and limitations.

4.4 Specify an expiry date.

5.0 Inquiries

Inquiries regarding this policy can be directed to the Manager of IT Services.