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- 4.7 If an informal request for personal records requires extensive research and/or photocopying, fees may be charged consistent with the fee schedule set out in MFIPPA and its regulations.
- 4.8 A formal request for personal information made under MFIPPA must be directed to the FOI Officer. The Act dictates timelines and applicable fees for all requests.

5. Releasing Employee Information to Third Parties

- 5.1 Requests from financial institutions, credit agencies and other related businesses for information regarding an employee's position, salary and years of service are to be

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6.1 Privacy breaches occur when personal information is collected, used, disclosed, retained, or destroyed in a manner inconsistent with legislation and LDSB policy. Potential privacy breaches can occur when personal information is lost, stolen or inadvertently disclosed due to human error. Some examples of privacy breaches include: lost/stolen flash drive containing student or staff information, unlocked shredding bins, or correspondence being mailed or emailed to the wrong person.

6.2 Responsibilities**6.2.1 Employees**

All employees are responsible to be aware of the LDSB policy, and for protecting personal information of others that they may be privy to in the course of their employment. Employees must inform their supervisor/manager or principal when they become aware of a privacy breach or potential privacy breach, and fully participate in any resulting investigation. Employees must take immediate steps to contain the breach if possible/appropriate (i.e. change security passwords, obtain copies of documents that have been shared in error, etc.).

6.2.2 Principals/Managers

In addition to the responsibilities of all employees, principals and managers are responsible for advising the appropriate superintendent and the FOI officer of the breach, conducting breach investigations, and implementing the breach response protocol.

6.2.3 Senior Administration

Implements the breach response protocol with the FOI officer and principal or manager.

6.2.4 Freedom of Information Officer

Ensures the breach response protocol is followed and implemented appropriately.

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6.2.5 Third Party Service Providers

All third-party service providers (i.e., school photographers) are responsible to maintain the confidentiality of information provided to them by LDSB in the exercise of their responsibilities, inform LDSB if personal information in their possession has been compromised, contain the breach, document, and participate in the investigation and/or corrective actions.

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