



Board Approval Date: November 12, 2012

## **Collection of Student Information Policy Ontario Students Record (OSR)**

It is the Policy of Hope Academy that Section 265(d) of the Education Act be followed, requiring the Principal of the school “to collect information for the inclusion in a record in respect of each pupil enrolled in the school and to establish, maintain, retain, transfer and dispose of the record”. The information on each student will be gathered in an Ontario Student Record (OSR) and will be maintained according to the guidelines proposed in the OSR Manual of the Ontario Alliance of Christian Schools 2004. The Education Act also regulates access to an OSR and states that the OSR is “privileged for the information and use of supervisory officers and the Principal and teachers of the school for the improvement of instruction” of the student. Each student and the parent(s) of a student who is not an adult (that is, a student who is under the age of eighteen) must be made aware of the purpose and content of, and have access to, all of the information contained in the OSR. A fundamental principle is to make certain that personal information is protected to ensure privacy.

Also see: Privacy of Personal Information Policy on the school website.