

 <p style="text-align: center;"> <small>DIVISION SCOLAIRE</small>  <b>LOUIS RIEL</b>  <small>SCHOOL DIVISION</small> </p>	<p><b>Intimate Image Protocol:</b>  <b>What to do if I receive an intimate image?</b></p>
<p>ADMINISTRATIVE PROTOCOL  Effective: January 15, 2025</p>	<p>Supporting <a href="#">Policy IJNDC</a></p>

### Introduction

The Louis Riel School Division holds the safety and well-being of its students and staff in the highest regard. Regrettably, as technology has evolved in recent years, staff have been placed in situations where they have come into possession of an electronic copy of an intimate image, without soliciting it.

### Definition

The [Criminal Code of Canada](#) defines an intimate image as:

a visual recording of a person made by any means including a photographic, film or video recording,

- (a) in which the person is nude, is exposing his or her genital organs or anal region or her breasts or is engaged in explicit sexual activity;
- (b) in respect of which, at the time of the recording, there were circumstances that gave rise to a reasonable expectation of privacy; and
- (c) in respect of which the person depicted retains a reasonable expectation of privacy at the time the offence is committed.

Manitoba legislation broadens the definition to include both personal intimate images of a person and fake intimate images of a person (see [The Non-Consensual Distribution of Intimate Images Act](#)). Other legislation applies in situations where the individual depicted is a minor, including a requirement to report the image to child protection authorities (see information from Manitoba [Child and Family Services](#) & [Cybertip](#)).

### Purpose

Collaboration with the Winnipeg Police Service has highlighted the importance of having a protocol in place to address such situations moving forward. The purpose of this protocol is to ensure that staff know how to respond should they receive an intimate image.

### Steps to Follow

Employees who receive an inappropriate image or video:

- **MUST** advise their Supervisor or Principal, documenting what they have received (when, from whom, by what means) and providing a description of the content
- **MUST NEVER** forward the image, as doing so would be in violation of section 162.1(1) of the [Criminal Code of Canada](#)
- Are encouraged to seek support to ensure their personal well-being, as understandably, receiving such an image would be troubling in many ways; supports are available to employees through their Employee and Family Assistance Program (contact information can be found on the [Staff Services portal](#))

### **Relevant Divisional Policy**

This protocol is supported by the following divisional policies:

- [Policy GBEB – Divisional Standards for Employee Conduct](#)
- [Policy IJDNC – Internet and Information Systems Use: Staff and Students](#)
- [Policy JLF – Reporting Concerns about Child Abuse](#)

### **Links to Resources**

- [Survivor & Family Support](#) (Canadian Centre for Child Protection)
- [What is Online Sexual Exploitation and Abuse](#) (Kids Help Phone)
- [Sexual Assault/Intimate Partner Violence](#) (Manitoba Health Sciences Centre)
- [Hummingbird – Sexual Assault and Intimate Partner Violence Crisis Response Program](#) (Klinic Community Health)
- [Care After Sexual Assault and/or Intimate Partner Violence](#) (Winnipeg Regional Health Authority)

### **Further Questions**

Please direct any questions to the Supervisor of Staff Services, the Supervisor of Information Technology, or [communications@lrsd.net](mailto:communications@lrsd.net).