

## POLICIES, GUIDELINES AND PROCEDURES

SUBJECT	N.E.P.N. CODE
COLLECTION AND USE OF DATA	ILC / KCBB

### I. POLICY

The Louis Riel School Board upholds Manitoba Education’s [K-12 Framework for Continuous Improvement](#) and endorses its fundamental principles of coherence, capacity building, data-informed decision-making and shared responsibility for student achievement.

Accordingly, the Board believes that the systematic collection of data from various sources—including but not limited to the students, employees, parents, and other members of the Divisional community—can inform division- and school-based decisions about the enhancement of student learning.

The Board also believes it essential that processes for data collection and use honour ethical standards that include, and are not limited to:

- respect for the rights, privacy and dignity of all participants in such processes; and
- respect for federal and provincial legislation, notably the [Freedom of Information and Protection of Personal Privacy Act \(Manitoba\)](#) and [Personal Health Information Act \(Manitoba\)](#).

To this end, the Board endorses the principles of the [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#) (TCPS) and authorizes collection and use of information and data only for purposes related to assessment, management and improvement as detailed in TCPS Article 2.5.

The Board, therefore, supports the systematic collection of data, subject to the **GUIDELINES** and **PROCEDURES** below.

### II. GUIDELINES

A. The Superintendent of Schools (or designate) has the authority and responsibility:

- to identify and implement processes to collect and use data that contribute to the advancement of Divisional priorities; and
- to determine the application and communication of the information.

<b>Adopted:</b>	March 2, 2010	<b>Legal References:</b> <a href="#">Freedom of Information and Protection of Personal Privacy Act (Manitoba)</a> and <a href="#">Personal Health Information Act (Manitoba)</a>
<b>Revised:</b>	June 16, 2020	



- B. The school Principal has authority and responsibility within the school community:
  - to identify and implement processes to collect and use data that contribute to the advancement of school priorities; and
  - to determine the application and communication of the information.
- C. The school Principal may authorize data collection projects conducted by divisional students as part of course work when the support of the classroom teacher(s) responsible for the assignment of the project(s) accompanies such requests.
- D. The Division retains definitive ownership of and responsibility for any data related to students, schools, parents or employees and collected or prepared by divisional employees or contracted services.

**III. PROCEDURES**

- A. The Superintendent of Schools (or designate) and school Principal shall reference applicable federal and provincial legislation as well as the TCPS and other relevant research to assist the development of processes related to data collection and use,.
- B. Consistent with Procedure A and in accordance with Subsection 42(3) of the Freedom of Information and Protection of Personal Privacy Act, the use of personal information is limited to the officers, staff, contractors and agents:
  - who need to know the information to carry out the purpose for which it was collected or received; and
  - who are carrying out a purpose authorized by the Superintendent of Schools or designate.
- C. The Superintendent of Schools or designate shall inform the Board of any processes involving the collection of potentially sensitive or controversial information.
- D. The school Principal shall consult the Superintendent of Schools or designate prior to initiating any process involving the collection of potentially sensitive or controversial information.

**References:**

Canadian Institutes of Health Research, Natural Sciences and Engineering Research Council of Canada, and Social Sciences and Humanities Research Council, [Tri-Council Policy Statement: Ethical Conduct for Research Involving Humans](#), 2018.

Manitoba Education and Training, [Manitoba Provincial Report Card Policy and Guidelines: Partners for Learning, Grades 1 to 12](#), 2018.

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