

DECLARATION OF CONFIDENTIALITY OF A PUBLIC BODY COLLECTING PERSONAL INFORMATION THROUGH TECHNOLOGICAL MEANS

This declaration stems notably from Riverside School Board's obligation under section 63.4 of the *Act respecting Access to documents held by public bodies and the Protection of personal information* to publish on its website a privacy directive written in clear and simple terms when it collects personal information by technological means.

This declaration is consistent with the other frameworks applicable to Riverside School Board which can be consulted at rsb.qc.ca.

This declaration applies to all personal information collected by technological means by Riverside School Board. In the event that the technological means refers to a website or technological means of another organization, the privacy directive of that site or other technological means applies. Please refer to this privacy declaration.

1. TECHNOLOGICAL MEANS BY WHICH RIVERSIDE SCHOOL BOARD COLLECTS PERSONAL INFORMATION

Riverside School Board maintains an up-to-date inventory of all the technological means used to collect personal information which is reviewed and updated yearly pursuant to RSB's Directive Relating to the Governance Rules Regarding Personal Information.

A. PERSONAL INFORMATION AUTOMATICALLY COLLECTED ON RIVERSIDE SCHOOL BOARD'S WEBSITE

When the user accesses Riverside School Board's website, certain information is automatically collected through necessary cookies and which could also include performance, functional and marketing cookies.

B. PERSONAL INFORMATION AUTOMATICALLY COLLECTED ON COMPANY WEBSITES

Riverside School Board maintains an up-to-date inventory of all the company websites who collect personal information, which is reviewed and updated yearly pursuant to RSB's Directive Relating to the Governance Rules Regarding Personal Information.

C. PERSONAL INFORMATION VOLUNTARILY SUBMITTED BY THE USER

In the event that the user voluntarily releases personal or otherwise confidential information using an online form, only the information required to respond to the user's request or message will be collected and used.

D. PERSONAL INFORMATION COLLECTED BY MOBILE APPLICATIONS

Application description: Riverside School Board uses mobile applications such as 'MParent' which allows parents and guardians to access important information about their children.

Categories of persons who have access to personal information:

The only people who have access to this information are the school office support staff who are users of GPI, school organization support staff working at the school board, and IT staff who manage the application.

2. MEASURES TAKEN TO ENSURE THE CONFIDENTIALITY AND SECURITY OF PERSONAL INFORMATION

Riverside School Board is committed to protecting the personal information entrusted to it, in accordance with its obligations and in compliance with the "*Directive relative aux règles encadrant la gouvernance du Centre de services scolaire/Commission scolaire (écoles, centers, services) à l'égard des renseignements personnels*".

Personal information is kept for as long as necessary to carry out RSB activities and in accordance with applicable legislative provisions.

To this end, Riverside School Board implements security measures to adequately ensure the confidentiality of the personal information it collects, such as computer software or strict procedures for accessing this information, as well as control and verification measures.

Riverside School Board also has strict confidentiality incident procedures designed to limit the consequences of such an incident. Riverside School Board also ensures that personal information is destroyed in a secure manner in order to maintain confidentiality.

All Riverside School Board staff members are required to respect the confidentiality of personal information collected.

3. RIGHT OF ACCESS AND CORRECTION

Users may request access to their personal information held by Riverside School Board, in accordance with the provisions of the ARA. They may also request the correction of any personal information concerning them that is inaccurate, incomplete or equivocal, or when the collection, communication or keeping of such personal information is not authorized by law.

This request must be made in writing to the person responsible for access to information and protection of personal information:

John McLaren
7525, chemin de Chambly, Saint-Hubert (Québec) J3Y 0N7
450-672-4010 # 5242
jmclaren@rsb.qc.ca

4. COMPLAINTS PROCESS

The person in charge of access to documents and the protection of personal information is also responsible for ensuring compliance with this directive, in accordance with the “*Directive relative aux règles encadrant la gouvernance du Centre de services scolaires/Commission scolaire (écoles, centers, services) à l’égard des renseignements personnels*”.

Comments or complaints concerning non-compliance with this directive should be addressed in writing to the Person in Charge of Access to documents and of the protection of personal information:

John McLaren
7525, chemin de Chambly, Saint-Hubert (Québec) J3Y 0N7
450-672-4010 # 5242
jmclaren@rsb.qc.ca

INFORMATION RELATING TO THIS DECLARATION

For any questions about this directive, you can contact the person in charge by consulting the Contact Us section or by using the following contact information:

John McLaren
7525, chemin de Chambly, Saint-Hubert (Québec) J3Y 0N7
450-672-4010 # 5242
jmclaren@rsb.qc.ca

5. MODIFICATION OF THE DECLARATION

Riverside School Board may modify this Privacy Declaration at any time and at its sole discretion by posting a notice of modification on its website. Changes will generally not become effective until 15 days after the date of publication of the notice. The notice must indicate the general purpose of the changes made to the Privacy Declaration, which must be specified in a section dedicated to this declaration on the Web site and indicate the date on which the changes take effect.

Users are therefore requested to consult Riverside School Board’s website and this Declaration regularly to check for any changes.

All users are deemed to have read, accepted and acknowledged the validity of this Directive. Users are deemed to have accepted the modifications if they continue to use the Sites or participate in Riverside School Board activities after the modifications take effect.

6. COMING INTO EFFECT OR MODIFICATION

This directive was adopted by the Privacy Committee on June 10, 2024 and at DCM on September 3, 2024. It comes into force on September 3, 2024.

Sources

<https://www.cai.gouv.qc.ca/politique-de-confidentialite/>

<https://www.legisquebec.gouv.qc.ca/fr/contenu/confid/>

<https://www.donneesquebec.ca/politique-de-confidentialite/#:~:text=Aucune%20information%20permettant%20de%20conna%C3%A4tre,%20d'un%20identifiant.>

<https://cssc.gouv.qc.ca/politique-de-confidentialite/>

<https://www.cai.gouv.qc.ca/citoyens/acces-et-protection-de-vos-renseignements-personnels/rectifier-vos-renseignements-personnels/>

<https://montreal.ca/sujets/politique-de-confidentialite>