

## PRIVACY AND INFORMATION MANAGEMENT TASKFORCE THE TOOLKIT

Privacy and Information Management Program Elements	PIM Toolkit/Deliverables
<b>Accountability Framework</b>	<ul style="list-style-type: none"> <li>Privacy and Information Management Program Self-Assessment</li> <li>Privacy Standard</li> <li>Privacy Standard Self-Assessment Tool</li> <li>Information Management Principles</li> </ul>
<b>Information Protection Policies</b>	<ul style="list-style-type: none"> <li>Guidelines for a Privacy Policy</li> <li>Model Privacy Policies</li> <li>Guidelines for an Information Management Policies</li> <li>Model Information Management Policies</li> </ul>
<b>Information Protection Procedures/Operational Control Procedures</b>	<ul style="list-style-type: none"> <li>Guidelines for the Secure Destruction of Data</li> <li>Guidelines for Working Outside the Office</li> <li>Guidelines for the Use of Board-owned Portable/Mobile Devices</li> <li>Guidelines for Data Encryption</li> <li>Website Guidelines</li> <li>Video Surveillance Guidelines</li> <li>Video Conference Guidelines</li> <li>Guidelines for the Use of Passwords</li> <li>Guidelines for the Destruction of Hardware</li> <li>Privacy Breach Protocol</li> <li>Guidelines for Selecting and Implementing EDMS Systems</li> </ul>
<b>Data/Information Management Program</b>	<ul style="list-style-type: none"> <li>Access Matrix (Role Mapping)</li> <li>Guidelines for Drafting Privacy Notification Statements and Samples (e.g. Website Privacy Statement, PHIPPA, etc)</li> <li>Model Classification and Retention Schedule for School Boards &amp; Guidelines for Implementation</li> <li>Glossary of Information Management Terms</li> <li>Guidelines for the use Electronic Records as Official Records</li> </ul>
<b>Privacy and Security in Third Party Agreements</b>	<ul style="list-style-type: none"> <li>Guidelines for Use of Third Party Agreements and Model Third Party Agreements</li> <li>Guidelines for Dealing with Requests for Data from External Agencies</li> </ul>
<b>Communications Program</b>	<ul style="list-style-type: none"> <li>Frequently Asked Questions re Privacy and Information Management</li> <li>Resources/Links for Information</li> <li>PIM Toolkit Binder/Video (Curriculum Services Canada)</li> <li>PIM Toolkit Website (Curriculum Services Canada)</li> </ul>
<b>A Data Protection Risk Management Program</b>	<ul style="list-style-type: none"> <li>Privacy Impact Assessment</li> </ul>