



Student Transportation Services

BRANT HALDIMAND NORFOLK

Services de Transport Scolaire

Title: Access to Information and Privacy	Procedure #: 044 Page: 1 of 2	Section: Operating Guidelines
Effective: Feb 2015	Last Reviewed: May 2020	Next Review: May 2023

Statement	<p>Student Transportation Services Brant Haldimand Norfolk (STSBHN) is committed to providing reasonable access to information by the public, but at the same time, protecting the personal privacy of individuals, and any confidential information of STSBHN or third parties.</p> <p>STSBHN will adhere to all requirements outlined in the Freedom of Information and Protection of Privacy Act and the Municipal Freedom of Information and Protection of Privacy Act when information requests are made.</p>
Procedures	<p>Access to Information</p> <p>STSBHN will respond to reasonable requests for access to information by the public, or as may be required by law except where such requests are contrary to the commitment to protect individual privacy or involves matters confidential to STSBHN or third parties.</p> <p>Protection of Personal Privacy</p> <p>All personal information provided to STSBHN from any source will be maintained on a strictly confidential basis. To the extent that any information is provided to transportation service providers, STSBHN will ensure that appropriate clauses are included in the contracts with the transportation service providers which will</p>



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require the providers to maintain and communicate such personal information on a strictly confidential basis.

Similarly, all personal information collected about the transportation service providers, the owners, directors, officers, and employees will remain the confidential information of such provider, and will not be divulged to any person or persons or other organization without obtaining the prior written consent from the transportation service provider.

Implementation

STSBHN will provide appropriate training to all employees or representatives of STSBHN with respect to the requirements of this Policy.

Responding to information requests

When responding to an information request, the Manager of Transportation will work with the appropriate representative(s) from the impacted member school board(s) to respond to the requestor of information held by STSBHN.