

Collection Notice

That blurb? The one you never read? In tiny, 8 point font? That's probably your collection notice.

Why Is This Important?

Because it informs individuals why you are collecting their personal information and how you will use it--and that means that we are compliant with the *Identifying Purposes* privacy principle.

It also helps us to be more concise about what information we need--and that helps us to avoid collecting more than we need and violating the *Limiting Collection* principle.

3 Things a Collection Notice Contains

- 1. The legal authority for the collection*
- 2. The reason for the collection and how the information will be used*
- 3. The name and contact information of someone who can answer questions about the collection*

Resource:

Here are recommendations by the Information and Privacy Commissioner of Ontario on proper notices of collection:

[*Providing Notice of Collection*](#)

Challenge:

Find forms that the board or your school uses to collect information from parents and students. How many of them have a proper notice of collection?

Discussion:

How could we improve the ways in which the board/school communicates its notices of collection to our parent community?

Collection Notice Example

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“Personal information on this form is collected under the legal authority of the Education Act (sections 170, 190, 264, 265) in compliance with Sections 14, 32 and 32 of the Municipal Freedom of Information and Protection of Privacy Act [MFIPPA]. It will be used for planning and delivering educational programs and services which best meet students’ needs and for reporting to the Ministry of Education as required. It will be used by board officers or employees who need access to the information to perform their duties as employees of the board and to comply with legislation. If you have any questions or concerns, direct them to your school principal or to the board’s Privacy Officer at <contact information>”

