

PRIVACY CHALLENGE

You Found WHAT in the Recycle Bin?!



That's right....

We're talking about **records management** and we used a snappy title to entice you in. Now that you're here, let's learn what it's about and what it has to do with you.

Records management has to do with the ways in which an organization manages its paper and electronic documents. It involves managing the creation, receipt, maintenance, use and disposal of records. This is directly related to how you use, protect, share, retain and dispose of the documents you create and use in your work.

Think about the last time you threw paper into the recycle bin. What information was on the paper? Could someone go through your recycle bin and connect information to a person? Did papers in the bin contain Board information that is not meant to be public? A large portion of security threats that organizations face comes from the inside and involves the ways in which we improperly manage information.

Would You Put it on a Postcard?

If you wouldn't put it on a postcard and broadcast to the world then don't put it in the recycling bin. Shred it or put it in a lock box designated for secure destruction.



Resources

See the Ontario Privacy Commissioner's [guidance document](#) on records management to learn more.

Challenge:

Find your board's Records Retention Schedule.
Try to find some of the documents you work with in the schedule and see how long you are supposed to hang onto them.

4 Things to Know



1. All documents have a *lifecycle* and when their lifecycle has ended, they need to be securely destroyed--this means shredded or put in secure lock-boxes for 3rd party shredding.
2. Boards have records retention schedules that tell you what records to keep and for how long.
3. A record is a board asset until it reaches its retention date. After that, a record becomes a liability.
4. Under the Freedom of Information and Protection of Privacy Act (MFIPPA), members of the public can request to access board records. All the records that meet the request must be produced, even if they are beyond their retention date.