



Driver/Employee Annual Agreement for the Use and Non-Disclosure of Personal and Confidential Information

The school boards are governed by the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), which requires the protection of the personal information of students in their care. This applies to personal information in all formats, including but not limited to paper, computer storage, electronic storage devices, remote electronic storage, photos, videos, drawings, and recordings.

As an employee of _____, you will have access to personal student information. This might include the personal and/or medical information of the students that you transport (i.e. student's name, class/grade, photo/video image, medical notes, 911 address, mailing address and/or any other identifying information). The specific use of this information shall be for the purpose of student transportation and to support a student's health and safety in an emergency. This information shall not be utilized for any purposes other than those directly related to the safe transportation of students.

I, the undersigned, agree to maintain the confidentiality of the student information in my care and to comply with the associated privacy/confidentiality policies of my employer and of Student Transportation of Eastern Ontario (STEO).

I will hold all student information in the strictest of confidence. I will always ensure the privacy and security of this information. Student information (e.g. route manifests and medical forms) will be kept in a secure location at my driver station on the vehicle when transporting students and I will remove it from the vehicle for safe storage at any time the vehicle is left unattended.

I recognize that a breach of privacy/confidentiality could result in a suspension of driving privileges for STEO.

Driver Name (PRINT): _____

Signature: _____ Date: _____

Note: Please return this completed form to your Employer to be filed in your Employee file.