



Right of Access to Personal Health Information

Parent(s)/guardian(s) who hold legal decision-making responsibility have the right to see and receive copies of the health information gathered about children in their care. In very rare instances, privacy legislation limits this access—such as when an older student is independent enough to make their own choices, or if withholding the information is necessary to protect a student's safety.

If a student's record includes personal health information about another individual, that individual's information will be removed before being shared. In addition, raw data gathered during psychological or speech-language assessments will not be shared. Instead, the findings and conclusions from the raw data will be reported and shared. Professional services staff members do their best to ensure all personal health information they collect is accurate. If parent(s)/guardian(s) feel the information is inaccurate or incomplete, they may request that it be corrected. However, professional staff members are not required to change a record if the student or parent(s)/guardian(s) disagree with an opinion or observation the professional made in good faith.

Further Information

This privacy statement meets the requirements of provincial laws, professional regulations and ethical standards. To see the detailed laws, regulations and standards, please visit the following websites:

- The Ontario Ministry of Health
www.ontario.ca/page/ministry-health
- The College of Psychologists and Behaviour Analysts of Ontario:
www.cpbao.ca
- The College of Audiologists & Speech-Language Pathologists of Ontario:
www.caslpo.com
- Ontario College of Social Workers and Social Service Workers:
www.ocswssw.org
- College of Registered Psychotherapists of Ontario:
www.crpo.ca

You have the right to appeal if you are not satisfied with the way we have collected, used or shared personal health information, given you access to it or responded to a request to correct inaccurate information. You may appeal to the Board's Freedom of Information and Protection of Privacy Officer at 705-742-9773 or toll free at 877-741-4577, ext. 2001.

In addition, you may appeal to the

Information and Privacy
Commissioner of Ontario,
2 Bloor St.E., Suite 1400,
Toronto, ON
M4W 1A8

1-800-387-0073

Email: commissioner@ipc.on.ca

Website: www.ipc.on.ca



www.kprschools.ca
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Personal Health Information

A Guide for Parents/Guardians



How Health Information is
Collected and Used



Kawartha Pine Ridge District School Board is dedicated to helping all students meet with success in learning and in life. To help identify and meet student needs, we have professional services staff, including psychologists and psychological associates, speech-language pathologists, mental health clinicians, and registered behavioural analysts that support student needs. To provide the best possible service to students and to the educational staff who work with them, professional services staff must often collect personal health information. As required by law, this information is considered private and confidential. This brochure outlines how professional services staff collect, use, and share this information for the benefit of students. It applies to information that is collected either in writing or digitally.

Meeting Legal Requirements

The provincial Regulated Health Professions Act applies to everyone practicing psychology, behavioural analysis, speech language pathology, and psychotherapy. All professional services staff must meet the requirements set by law, as well as standards set by their regulatory colleges. In addition, the Personal Health Information Protection Act, 2004 applies to all professional services staff and to the individuals they supervise. It outlines the rules they must follow for collecting, recording and using personal health information about students. This information includes the student and parent(s)/guardian(s) names, contact information and all information collected while providing service.

Collection of Personal Health Information

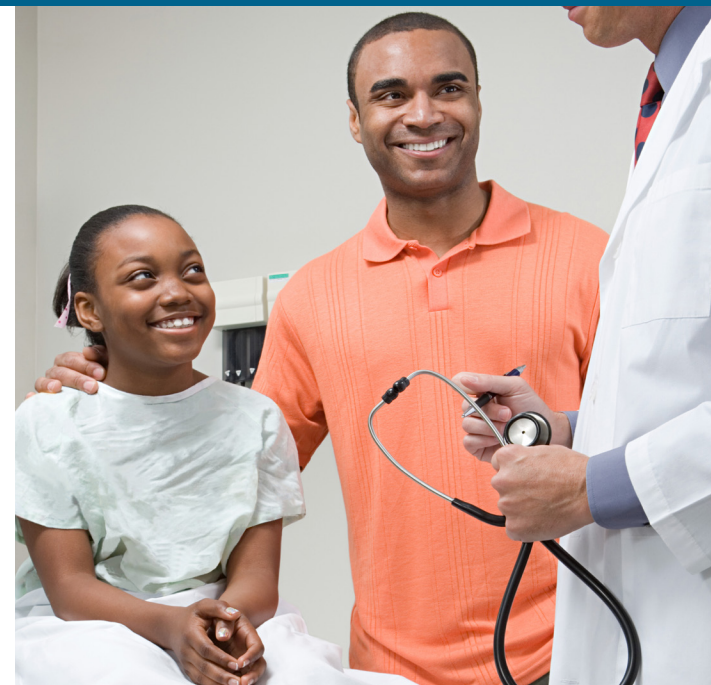
In most cases, professional services staff must have consent before they can collect information. Older students may be able to provide this consent for themselves.

Our professionals normally collect personal health information directly from the student and parent(s)/guardian(s) through an interview or a written questionnaire. With permission, they also may gather information already produced by others (e.g., information from a family doctor, previous assessments). The only times they may gather information without consent is in urgent or emergency situations, when the information is needed to prevent possible harm. Professional services staff only collect information they believe is needed to:

- provide the requested services,
- keep in contact about the service being provided,
- get consent in the future,
- prevent or lessen harm to a student, and
- share with teachers, principals or other staff who are working directly with the student or are responsible for the student.

If the information is being collected for any other reason, such as research, specific consent is required.

As required by law and professional standards, professional services staff must keep a record of all service they provide. These records are the property of the school board, however, parent(s)/guardian(s) and older students generally have the right to see these records. Please see the section on right of access to personal health information in this brochure for details.



Disclosing Personal Health Information

A student's personal health information will not be shared with anyone outside the school or the school board without written consent, except in specific cases. Those exceptions are:

- if there is reason to suspect that a child is in need of protection, in which case the information will be reported to a child protection agency and the school principal (a digital record of the report is also stored),
- if there is evidence the student may be at serious risk of harming themselves or others,
- if there is reported sexual abuse by a regulated health professional,
- if a legal order requires the information to be produced,
- if an older adult living in a long-term care home has been or may be harmed,
- if police request information about a missing person, and
- if records are audited by the professional's regulatory college.