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<p><b>Statement</b></p>	<p>Windsor Essex Student Transportation Services (WESTS) only collects personal information that is necessary for the safe provision of transportation services for students in the four-member school boards. WESTS abides by the applicable privacy laws and the requirements of those member school boards, which includes compliance with all applicable provisions in the Education Act, the Municipal Freedom of Information and Protection of Privacy Act (MFIPPA), the Personal Health Information Act (PHIPA), and any other applicable legislation.</p>
<p><b>Information</b></p>	<p><b><u>Collection of Information</u></b></p> <p>WESTS collects personal information directly from schools and school board administration. The information is collected through two methods, direct online forms such as Transportation Applications, Courtesy Requests, and Designate Information and through uploads from member school boards' data systems.</p> <p>The information collected is limited to the personal information necessary to provide student transportation. That information includes names, addresses, contact information, student ID numbers, emergency contacts and any medical information required for the safe transportation of the students.</p> <p>Global Positioning Systems (GPS) may be in use on some school buses. These systems are intended to improve the level of service and provide information in case of an emergency. GPS allows us to locate the bus, when the bus stops and when the door is opened.</p> <p>Cameras systems that provide both audio and video recordings on school buses are also used on some buses. They are used in a variety of ways as described in Policy SS-09 Use of Video and Audio Equipment on the Bus.</p>



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	<p><b><u>Information Sharing</u></b> WESTS discloses personal information with its contracted school bus transportation providers as required to set up and provide safe and secure transportation. All school bus transportation providers are required, by contract, to adhere to WESTS and the member school boards' privacy policies.</p> <p><b><u>Limiting Use, Retention and Disclosure</u></b> WESTS shall not use, retain or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as authorized by law. Personal Information shall be retained only as long as necessary for the fulfillment of transportation services, subject to an annual review as appropriate for the verification of transportation services and is subject to MFIPPA.</p> <p>Information from the GPS system is the property of the bus operator and does not contain any personal information of any student.</p> <p>The retention of the information from the camera system are retained as per policy SS-09 Use of Video and Audio Equipment on Buses and is the property of the applicable School Board and subject to their privacy and confidentiality policies.</p> <p><b><u>Access and Correction</u></b> Upon request, WESTS shall allow an individual to review his/her personal information and will be given access to that information in accordance with WESTS' privacy policy. An individual has the right to challenge the accuracy and completeness of the information and to request that it be amended as appropriate or to have a letter/statement of disagreement retained on file. Any individual to whom disclosure of personal information has been granted in the year preceding the correction has the right to be notified of the correction.</p>
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	<p><b><u>Security of Information</u></b></p> <p>WESTS shall make every effort to ensure that personal information, both paper and electronic form is secured and protected from unauthorized access, use, disclosure and inadvertent destructions by adhering to safeguards appropriate to the sensitivity of the information.</p> <p>Electronic information is secured through password protection and electronic system security. No personal information on students is kept in paper form.</p>
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Referenced policies: SS=09 Use of Video and Audio Equipment on Buses