



As-Sadiq Islamic School

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RECORDS AND INFORMATION MANAGEMENT POLICY

SECTION A

1. PURPOSE

As-Sadiq Islamic School recognizes that records and information are strategic assets and must be managed efficiently and effectively. The purpose of this policy is to outline how the School and staff will comply with the obligation to maintain records and information in keeping with legislation.

2. POLICY STATEMENT

It is the policy of As-Sadiq Islamic School to maintain an effective Records and Information Management Program.

3. PARAMETERS

3.1 Records and Information shall be retained in keeping with guidelines established by the Province of Ontario.

3.2 Information and records gathered in the course of As-Sadiq Islamic School business is corporate information and therefore is the property of As-Sadiq Islamic School.

3.3 The wilful destruction, removal or private use of School records and information is prohibited by this policy.

3.4 Where practical and possible, information technology shall support the program of records and information management.

3.5 The Records and Information Management Program will:

- provide for a record-keeping system that effectively maintains, stores and allows for the retrieval of records and information;
- provide security, confidentiality and effective control over School records and information;
- enable the efficient and prompt disposal of records when administrative, legal and fiscal values have ceased and all legal requirements as they affect School documents have been met;

- ensure the preservation of records of enduring value due to archival, historical or other vital reason(s);
- provide for the storage and retrieval of inactive records; and be reviewed on a regular basis.

4. RESPONSIBILITIES

4.1 Principal/Designate

To ensure the implementation and maintenance of a Records and Information Management program that complies with the expectations of this policy.

4.2 Administrator Responsible for Records Management

To provide system leadership and advice with the implementation and maintenance of the record and information management.

4.3 As-Sadiq Islamic School Staff

To assume responsibility for the information and records they create and maintain, and To comply with this policy.

5. DEFINITIONS

5.1 Information

Refers to facts and data acquired for any purpose of/by the School.

5.2 Records

Information preserved in a format such as documents, e-mail messages, paper, electronic and other media and which are important for their content. Records include but are not limited to plans, decisions, actions and history of the School.

6. CROSS REFERENCES

The Education Act of Ontario
 The Evidence Act of Ontario
 The Evidence Act of Canada
 The Municipal Freedom of Information and Privacy Act
 The Personal Health Information Protection Act
 Electronic Documents Act (PIPEDA),

As-Sadiq Islamic School

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Marcello DAgostino
 Principal's Signature
 Date:

