

Title : Access to Information and Privacy	Procedure # : 044	Effective : Feb 2015
Section : Operating Guidelines	Page : 1 of 1	Review : May 2017

Statement	<p>Student Transportation Services Brant Haldimand Norfolk (STSBHN) is committed to providing reasonable access to information by the public, but at the same time, protecting the personal privacy of individuals, and any confidential information of STSBHN or third parties.</p>
Procedures	<p>Access to Information</p> <p>STSBHN will respond to reasonable requests for access to information by the public, except where such request is contrary to the commitment to protect individual privacy or involves matters confidential to STSBHN or third parties, or as may be required by law.</p> <p>Protection of Personal Privacy</p> <p>All personal information provided to STSBHN from any source will be maintained on a strictly confidential basis. To the extent that any information is provided to transportation service providers, STSBHN will ensure that appropriate clauses are included in the contracts with the transportation service providers which will require the providers to maintain such personal information on a strictly confidential basis.</p> <p>Similarly, all personal information collected about the transportation service providers, the owners, directors, officers, and employees will remain the confidential information of such provider, and will not be divulged to any person or persons or other organization without obtaining the prior written consent from the transportation service provider.</p> <p>Implementation</p> <p>STSBHN will provide appropriate training to all employees or representatives of STSBHN with respect to the requirements of this Policy.</p>