

Section <b>Governance</b>	Procedure Number <b>RCJTC AP.08.14</b>
Procedure Title <b>Access to Information and Privacy</b>	
Date <b>March 7, 2016</b>	Revised

**Access to Information**

Renfrew County Joint Transportation Consortium 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 Renfrew County Joint Transportation Consortium or third parties, or as may be required by law.

**Protection of Personal Privacy**

All personal information provided to Renfrew County Joint Transportation Consortium from any source will be maintained on a strictly confidential basis. To the extent that any such information is provided to transportation service providers, Renfrew County Joint Transportation Consortium will ensure that appropriate clauses are included in the contracts with such transportation service providers which will require such providers to maintain such personal information on a strictly confidential basis.

Similarly, all personal information collected about the transportation service provider, 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.

**Implementation**

Renfrew County Joint Transportation Consortium will provide appropriate training to all employees or representatives of Renfrew County Joint Transportation Consortium with respect to the requirements of this Policy.

**Related RCJTC Policy:**

*P.08.14 Access to Information and Privacy Policy*

***...Providing safe, efficient, effective transportation to our students***