



school thereafter.

3.3.3 The establishment and implementation of appropriate recording keeping practices to ensure records are readily available for verification and audit purposes.

3.4 If an individual is a Service Provider of the board at one or more school

#### 5.4 Services

Tasks performed by individuals.

#### 5.5 Service Provider

An individual who comes into direct contact with students on a regular basis at a school site of the Board in the normal course of providing goods or services to the Board, as defined in Regulation 521/01, including a company's owner, employee or subcontractor.

- 5.5.1 Board-Appointed Service Provider Service Providers engaged by Purchasing. Services via a competitive bid process, primarily due to the higher dollar value of the engagement, e.g.: Child Youth

- Act; or
- 5.7.3 Every criminal offence of which the individual has been found guilty and received an absolute discharge; or
- 5.7.4 Every criminal offence of which the individual has been found guilty and received a conditional discharge on conditions set out in a probation order; or
- 5.7.5 Every criminal offence for which there is an outstanding charge or warrant to arrest in respect of the individual. Every court order made against the individual; or
- 5.7.6 Any conviction for which a pardon has been granted.

## **CROSS REFERENCES**

### **Legislation**

[Ontario Regulation 521/01 The Collection of Personal Information](#)

### **Additional Documents**

[YCDSB Purchase Reference Guide](#)

**Approval by Board    Approval**