



## **ONTARIO EDSTA READINESS CHECKLIST**

### **Questions Every SHSM Lead, Co-op Teacher & Pathways Coordinator Should Ask Before Hiring a Third-Party Provider**

Beginning in 2026, Ontario school boards must provide greater transparency regarding student information shared with third-party software providers and digital platforms. As a result, schools should ensure that external vendors can clearly explain their privacy, security, and data management practices.

Use this checklist when evaluating online training providers, certification organizations, workshop facilitators, and experiential learning partners.

#### **DATA COLLECTION**

- Can the vendor clearly explain what information they collect?
- Can they explain why each piece of information is required?
- Do they collect only the minimum information necessary to deliver their service?
- Can they provide a written summary of the information collected?

#### **DATA STORAGE & ACCESS**

- Can the vendor identify where information is stored?
- Is the information stored in Canada?
- Can the vendor identify who has access to the information?
- Can the vendor explain how information is protected?

#### **THIRD-PARTY SERVICES**

- Can the vendor identify all third-party software providers involved in delivering their service?
- Can they explain whether information is shared with additional vendors, subcontractors, or service providers?
- Can they explain the purpose of each third-party service?

## **ARTIFICIAL INTELLIGENCE**

- Does the vendor use Artificial Intelligence in any part of their service?
- Can they explain exactly where AI is used?
- Can they confirm whether information is sent to AI systems?
- Can they confirm whether information is used to train AI models?

## **DATA RETENTION**

- Can the vendor explain how long information is retained?
- Do they have documented retention practices?
- Can they explain how information is deleted when no longer required?

## **PRIVACY & TRANSPARENCY**

- Does the vendor have a published privacy policy?
- Does the vendor have a designated privacy contact?
- Can they provide responses to school board privacy reviews or questionnaires?
- Are they willing to answer privacy and cybersecurity questions in writing?

## **RISK ASSESSMENT**

- Would you be comfortable explaining this vendor's data practices to your board's privacy officer?
- Would you be comfortable explaining these practices to a parent or guardian?
- Has the vendor demonstrated transparency throughout the review process?

## **FINAL QUESTION**

If your board asked tomorrow:

"Exactly what information does this vendor collect, where is it stored, who has access to it, and why is it needed?"

Could the vendor provide a clear written answer?

- Yes
- No

If the answer is "No," additional due diligence may be required before proceeding.

### **Questions Worth Asking Every Vendor**

1. What information do you collect?
2. Why do you need it?
3. Where is it stored?
4. Who can access it?
5. Do you use AI?
6. Do you share information with any other companies?
7. How long do you keep information?
8. Who should we contact if we have questions?

For more information about privacy, cybersecurity, and digital trust in education, visit Maple Open Tech at: <https://mapleopentech.ca/> or email [hello@mapleopentech.ca](mailto:hello@mapleopentech.ca)

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