

Campus Pre-School



Personal Information Protection Statement

Campus Pre-School is committed to safeguarding the personal information entrusted to us by our families. This privacy statement outlines the practices we follow in protecting personal information.

This privacy statement applies to Campus Pre-School and to any person providing services on our behalf. A copy of this privacy policy is found on the Campus Pre-School website at <http://www.campuspreschool.com/>.

What is personal information?

Personal information means information about an identifiable individual. This includes an individual's name, home address and phone numbers, email contact, age, sex, marital or family status, financial information, and medical information.

What personal information do we collect?

We will collect only the personal information that we need for the purposes of providing services to our students, including personal information needed to:

Register students

Assign volunteer positions

Create volunteer schedules

Distribute and post class contact lists for school related activities or events

Advise staff regarding student medical or health concerns

Alumni list

We will inform our clients, before or at the time of collecting personal information, of the purposes for which we are collecting the information. The only time we don't provide this notification is when a client volunteers information for an obvious purpose (for example, to complete volunteer commitment).

How do we safeguard personal information?

We will make every reasonable effort to ensure that personal information is accurate and complete. We rely on individuals to notify us if there is a change to their personal information that may affect their relationship with our organization. If you are aware of an error in our

information about you, please let us know and we will correct it on request wherever possible. In some cases we may ask for a written request for correction.

We will protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

We will use appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records.

Questions and complaints

To read Campus Pre-School's Privacy Policy go to <http://www.campuspreschool.com/> or request a copy by contacting the Chairperson.

If you have a question or concern about any collection, use or disclosure of personal information by Campus Pre-School, or about a request for access to your own personal information, please contact the Chairperson.

I, _____ have read the above statement and consent to Campus Pre-School collecting and using my personal information and my child's personal information for the purposes listed above.

Sign: _____ Date: _____

Check box if you do not want to have your contact information retained on an alumni list.