

Campus Pre-School Privacy Policy Personal Information Security

Board Members:

Board members pass on all relevant information to new members including class lists, correspondence, and relevant contacts. Information is stored as hard copy (paper) files and files stored as an electronic copy on a memory stick. Past Board Members are to destroy all information remaining in their possession by deleting electronic records and shredding documents immediately upon completion of term.

At the end of the school term in June, current Board Members are required to destroy all class lists and personal information from students and parents including e-mail distribution lists.

Teachers:

All forms and digital files containing personal information of students and parents will be deleted or shredded at the end of the school year.

A copy of past class lists will be kept on a portable hard drive with other important documents. To be administered by the Teacher Director.

Retain attendance records and long forms for 2 years as required by Social Services.

Treasurer:

Financial Information is kept for 7 years and is passed on as position changes. Past Treasurer will delete any information remaining in her position.

Other Non-Board Positions using Personal Information:

Communication Helper, Fundraising Committee, Family Social Committee, Scholastic, Extra-Curricular Committee

All positions are required to pass on all relevant information to the incoming chair of the respective committees and then destroy remaining files such as class lists and e-mail distribution lists in their possession at the end of their term.

Committee Chairs are required to pass on all relevant information to the Chair of Committees and then destroy remaining files at the end of their term. Committee Chairs will contact their committee members at the end of the school year and remind members to pass on documents and destroy information no longer needed.