



Campus Pre-School Association of Calgary (“Campus Pre-School”) Personal Information Protection Policy

Campus Pre-School is committed to safeguarding the personal information entrusted to us by the parents or guardians of our students. We manage your personal information in accordance with Alberta’s *Personal Information Protection Act* and other applicable laws. This policy outlines the principles and practices we follow in protecting your personal information.

This policy applies to Campus Pre-School, its employees, agents, Board of Directors, volunteers and to any person providing services on our behalf who may from time to time be in possession of your personal information.

A copy of this policy is available on our website at www.campuspreschool.com, is provided to the parents or guardians of any student enrolled in our preschool at the time of registration and is available on request.

What is personal information?

Personal information means information about an identifiable individual. This includes an individual’s name, home address and phone number, email address, age, sex, marital or family status, employment information, an identifying number, financial information, educational history, etc.

What personal information do we collect?

The type of information that we collect may change from time to time. We collect only the personal information that we need for the purposes of providing services to our families, including personal information needed to:

- register in any class
- manage a student’s registration and tuition fees
- send out communications and reminders from the preschool
- comply with licensing requirements
- organize volunteer committees
- send notices regarding the health and safety of students
- provide first aid care or arrange for emergency medical care for students
- make arrangements with third party agencies that provide services to the preschool
- participate in school activities and events, including field trips
- order and provide class photos
- manage the daily operations of the preschool

We only collect personal information directly from our students’ parents or guardians or other persons with the consent of parents or guardians or as authorized by law, for the reasons below.

We inform our parents or guardians, 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 parent or guardian volunteers information for an obvious purpose (for example, producing a credit card to pay a registration fee when the information will be used only to process the payment).

Consent

We ask for consent to collect, use or disclose client personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. We may assume your consent in cases where you volunteer information for an obvious purpose.

We ask for your express consent for some purposes and will not be able to enroll your child in our pre-school program if you are not willing to provide consent to the collection, use or disclosure of certain personal information. Where express consent is needed, we will normally ask parent(s) or guardian(s) to provide their consent orally (in person, by telephone), in writing (by signing a consent form, by checking a box on a form, or electronically (by clicking a button or checking a box online).

A parent or guardian may withdraw consent to the use and disclosure of personal information at any time should the child be withdrawn from our preschool program, unless the personal information is necessary for us to fulfill our legal obligations

While your child is enrolled in our program, we assume your consent to continue to use and, where applicable, disclose personal information that we have already collected, for the purpose for which the information was collected.

How do we use and disclose personal information?

We use and disclose personal information only for the purpose for which the information was collected, except as authorized by law. If we wish to use or disclose your personal information for any new business purpose, we will ask for your consent.

We will not disclose the personal information collected to third parties without your express consent. However, we may not request consent when disclosure is required by applicable law for an investigation or legal proceeding, to collect a debt owed to our organization, in an emergency that threatens life, health or safety, or when the personal information is from a public directory. In these cases, other than cases of emergency, we will notify you prior to disclosing your personal information.

How do we safeguard personal information?

We make every reasonable effort to ensure that personal information is accurate and complete. We rely on our parent(s) or guardian(s) 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 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 use appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records.

We retain personal information only as long as is reasonable to fulfil the purposes for which the information was collected or for legal or business purposes.

Access to records containing personal information

Parents and guardians of children enrolled in Campus Pre-School have a right to access their own personal information in a record that is in the custody or under the control of Campus Pre-School, subject to some exceptions. For example, organizations are required under the *Personal Information Protection Act* to refuse to provide access to information that would reveal personal information about another individual or if the information is subject to solicitor-client privilege.

If we refuse a request in whole or in part, we will provide the reasons for the refusal. In some cases where exceptions to access apply, we may withhold that information and provide you with the remainder of the record.

You may make a request for access to your personal information by writing to the Board of Directors. You must provide sufficient information in your request to allow us to identify the information you are seeking.

You may also request information about our use of your personal information and any disclosure of that information to persons outside our organization. In addition, you may request a correction of an error or omission in your personal information.

We will use reasonable efforts to respond to your request within 45 calendar days, unless we need more time, in which case we will advise you how much additional time is required. We may charge a reasonable fee to provide information, but not to make a correction. We do not charge fees when the request is for personal employee information. We will advise you of any fees that may apply before beginning to process your request.

Questions and complaints

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:

Board of Directors
Campus Pre-School Association of Calgary
info@campuspreschool.com

If you are not satisfied with the response you receive, you should contact the Information and Privacy Commissioner of Alberta:

Office of the Information and Privacy Commissioner of Alberta
Suite 2460, 801 - 6 Avenue, SW
Calgary, Alberta T2P 3W2
Phone: 403-297-2728 Toll Free: 1-888-878-4044
Email: generalinfo@oipc.ab.ca Website: www.oipc.ab.ca