

PRIVACY POLICY

Yonge Hearts Child Care Centre (“the Centre”) has provided this Privacy Policy to describe how we handle personal information and to assure you of our continuing commitment to protect all personal information in our custody and/or control.

IDENTIFIED PURPOSES

Yonge Hearts Child Care Centre collects, uses and discloses personal information for purposes limited to those which are related to the provision of child care services. Such purposes include the following:

- to meet legislative, regulatory and licensing requirements;
- to process, track and maintain child enrollment and re-enrollments;
- to process enrollment fees, subsidy and receipts for child tax credit purposes;
- to record, process and collect outstanding enrollment fees;
- to assess and implement centre policies, practices and programmes;
- to maintain up-to-date records;
- to communicate with parents/guardians;
- to meet and respond to daily care needs;
- to respond to emergencies, including communication with emergency contacts, hospitals and/or medical practitioners;
- to provide the Centre’s personnel and third parties with necessary medical information (e.g. dietary restrictions, allergies);
- to provide financial institutions with the necessary information to process payments.

RETENTION OF RECORDS

Records containing personal information collected by the Centre may be retained indefinitely unless otherwise requested. In the event that you no longer wish the Centre to store your personal information, you may contact us and we will ensure that the records are destroyed subject to retention periods required by law.

SAFEGUARDS

Yonge Hearts Child Care Centre will protect your personal information by security safeguards appropriate to the sensitivity of the information. Safeguards will vary depending on the sensitivity, format, location and storage of the personal information.

ACCESS AND ACCURACY

Individuals have the right to access their personal information that is held by the Centre. All access requests must be made in writing. We will respond to written requests within a reasonable time (generally within thirty days).

We will endeavour to ensure that the personal information that is used on an ongoing basis is accurate, complete and up-to-date. If an individual successfully demonstrates the inaccuracy or incompleteness of personal information, we will amend the information as required.

TRANSFERS AND DISCLOSURES OF PERSONAL INFORMATION

In order to meet the previously noted purposes, the Centre may transfer or disclose your personal information to:

- service providers, including an organization, or individual retained by the Centre to perform functions on its behalf, such as catering, administrative and financial services;
- an organization or individual engaged by the Centre to evaluate credit worthiness or to collect outstanding debts.
- Any third party or parties, including government agencies where the Centre has received consent for such disclosure or where disclosure is required or permitted by law.

When personal information is transferred by the Centre to third parties, we use contractual or other means to ensure that the information is handled confidentially and in accordance with this policy and applicable privacy legislation.

CONSENT

By submitting personal information to Yonge Hearts Child Care Centre, you agree that we may collect, use and disclose such personal information in accordance with this Privacy Policy and/or as required by law. Subject to legal or contractual requirements and reasonable notice, you may refuse or withdraw consent previously given, we may be limited or unable to provide some or all of our services to your family.

The way in which we seek consent, including whether it is expressed or implied, may vary, depending upon the sensitivity of the information. In addition, in certain circumstances as permitted or required by law, we may collect, use or disclose personal information without the knowledge or consent of the individual. These circumstances include: personal information which is subject to solicitor-client privilege or is publicly available; where collection or use is clearly in the interest of the individual and consent cannot be obtained in a timely manner, to investigate a breach of an agreement or contravention of a law; to act in respect to an emergency that threatens the life, health or security of an individual; for debt collection; or to comply with a subpoena, warrant or court order.

CHANGES TO THE PRIVACY POLICY

Yonge Hearts Child Care Centre reserves the right to modify or supplement this Privacy Policy at any time. You will be notified (by way of a posting in the Centre) of any alterations. A written copy of the changes will be made available upon request.

INQUIRIES

If you have any questions or concerns regarding this Privacy Policy or the handling of personal information by the Centre, please contact the Director. If you are not satisfied with our response to privacy related matter, you may contact the Office of the Privacy Commissioner of Canada at 1-800-282-1376 or at www.pricom.gc.ca

April 2014

PLEASE SIGN AND RETURN AS PART OF YOUR ENROLLMENT PACKAGE

NAME: _____

I have reviewed the contents of this Privacy Policy which explains how the Centre handles my child's and my own personal information and how the information is provided as described in the policy.

Parent/Guardian Signature

Date

Parent/Guardian Signature

Date

PUBLICITY CONSENT

Photographs/videos may be taken by a Centre staff member, parent, student or contracted third party, in the centre, on an authorized field trip or other events hosted or sponsored by the Centre (child's birthday, going away party, to send to relatives, etc.).

Naturally, the use of the photographs by the Centre of your child is entirely at the discretion of the parent/guardian. Please review the waiver below and sign if you **DO NOT** want your child's photograph used for publication or displayed at the Centre.

In signing below, I am stating that I **DO NOT** want my child's photograph used in any marketing materials, including advertisements, brochures, pamphlets, displayed within the Centre or other purposes.

Child(ren)'s Name(s)

Parent's/Guardian's Signature

Date