

Air-O-Down Child Care Centre has provided this Privacy Policy to describe how we handle personal information, and to assure of our continuing commitment to protect all personal information in our custody and/or control.

### **Identified Purposes**

Air-O-Down 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 enrolment and re-enrolments;
- To process enrolment fees, subsidy and receipts for child tax credit purpose;
- To record, process and collect outstanding enrolment fees;
- To assess and implement centre policies, practices and programs;
- 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(where applicable) with necessary medical information(e.g. dietary restrictions, allergies);
- To provide financial institutions with the necessary information to process payments.

### **Retention Policy**

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**

Air-O-Down 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 requested must be made in writing. We will respond to written requests within a reasonable time (generally within 30 days).

We will use our best efforts to ensure that 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 required.

### **Transfers and Disclosure of Personal Information**

In order to meet the purposes set out above, the Centre may transfer or disclose your Personnel 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 creditworthiness or to collect outstanding debts;
- The school administration which provides service and resources to the Centre;
- 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 Air-O-Down 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 your consent to our use of your personal information for certain purposes at any time. However if you refuse to consent or

withdraw consent previously given, we may be limited or unable to provide some or all our services to your family.

The way in which we seek consent, including whether it is express 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 interests of the individual and consent cannot be obtained in a timely way; to investigate a breach of an agreement or a 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**

Air-O-Down Child Care Centre reserves the right to modify or supplement this Privacy Policy at anytime. If we make a change to this policy, we will post such changes on our website in the near future and make the revised policy and changes available upon request.

### **Inquire or Further Information**

Any questions or concerns related to the Privacy Policy or the handling of personal information by the Centre should be directed to Toni Tolomeo-Locantore at 416-633-2014. If you are not satisfied with our response to a privacy-related matter, you may contact the Office of the Privacy Commissioner of Canada at 1-800-282-1376 or at [www.privcom.gc.ca](http://www.privcom.gc.ca).

### **Personal Information**

I hereby consent to the collection, use and disclosure of my parental and my children's personal information by the Centre for the purpose of providing child care services to my child(ren) enrolled in Centre programs. I understand that the Centre protects the privacy of all personal information in its possession in compliance with prevailing privacy legislation and in accordance with the Centre's Privacy Policy, which I acknowledge has been provided for my review and agreement.

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 protected. I agree that the Centre can collect, use and disclose all personal information provided as described above.

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Parent Signature

\_\_\_\_\_  
Date

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### **Publicity Consent**

Photographs taken by a Centre staff member or contracted third party, on an authorized field trip, or other events hosted or sponsored by the Centre may be published or displayed within the Centre. Naturally, the use of photographs by the Centre of your children is entirely at the discretion of the parent(s). Please review the waivers below, and sign if you DO NOT want your child's photograph used for publications 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, the Centre's website, displayed within the Centre, or for other uses.

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Child's Name

\_\_\_\_\_  
Parent's Signature

\_\_\_\_\_  
Date