



# Park Lawn Preschool Inc.

Park Lawn Preschool \* Humber Bay Child Care Centre \* PLP Early Learning Centre at St. Mark

## 2014 PLP 111 Privacy

Park Lawn Preschool Inc. is committed to keeping personal family information accurate, confidential, secure and private.

### Definition

**Personal Information** is defined as any factual or subjective information, recorded or not, about an identifiable individual.

### Personal Information collected by Park Lawn Preschool Inc. in paper and digital format

- Parent and child name, address, telephone number, gender
- Financial records relating to fee payment
- Children's emergency medical information

### Accountability

Park Lawn Preschool Inc. is responsible for the protection of personal information collected when children are registered for our programs and as required by the *Day Nurseries Act*.

### Identifying Purposes

Park Lawn Preschool Inc. will provide a statement to explain the purpose for the collection of personal information wherever possible, before asking for disclosure.

We will not disclose personal information to anyone without the person's prior knowledge or consent, except where required by a government agency, or as permitted by law.

### Consent and Disclosure

The only information Park Lawn Preschool collects is with the person's knowledge and consent. A person can choose not to disclose any personal information we may ask them to provide. However, a decision to withhold some personal information can result in our inability to provide our services. A person can withdraw consent to the collection, use or disclosure of personal information at any time, subject to any legal requirements and reasonable notice.

### Limiting Collection

The amount and type of information that Park Lawn Preschool Inc. collects is limited only to that which is necessary to fulfill the purposes identified. Park Lawn Preschool Inc. will ask for the information it requires directly from the individual. Personal information will be collected using procedures, which are fair, transparent and lawful.

## **Limiting Use, Disclosure, Retention**

Park Lawn Preschool Inc. will use personal information only for the purposes for which it was collected.

Personal information will be retained only as long as necessary to fulfill the purposes for which it was collected, and in compliance with any laws surrounding information retention. If all identified purposes for the use of personal information have been exhausted, we will destroy the information or render it unidentifiable.

## **Accuracy**

Personal information will be kept accurate, complete and up to date in order to ensure reliable program and service delivery. PLP Inc. assumes that the information provided to us is accurate. If at any time personal information changes, we should be informed immediately.

## **Safeguards**

Park Lawn Preschool uses a number of safeguards to protect personal information against loss or theft as well as unauthorized access, disclosure, copying, use or modification. Such safeguards include locked filing cabinets, secure storage at Head Office, and the use of passwords.

## **Openness**

Park Lawn Preschool Inc.'s Privacy Policy is available to all families at our centres.

## **Individual Access**

Upon request, Park Lawn Preschool Inc. will provide access to the information we hold on that individual. A written request can be made and sent to the **President, Park Lawn Preschool Inc. 365 Evans Ave., Suite 312, Toronto, ON M8Z 1K2** and a response will be made within thirty days of receipt of the request. A complete log will be kept of the access request, signed by all parties.

## **Challenging Compliance**

Concerns about PLP Inc.'s Privacy Policy can be addressed in writing to the **Operations Manager, 365 Evans Ave., Suite 312, Toronto ON M8Z 1K2** or by phone at 416-253-1001 or by email at [headoffice@plpdaycares.com](mailto:headoffice@plpdaycares.com)