

## Erindale Nursery School – Privacy Policy

As of January 1, 2004, the Government of Canada requires all organizations to have a privacy policy in place and appoint a Privacy Officer. Erindale Nursery School will ensure that all personal information gathered about our families (parents, guardians and children) is kept confidential. Our Key principles are:

1. **Collecting and Using Information:** When customer information is collected, Erindale Nursery School will explain how it will be used and will obtain your consent to collect, use and disclose your personal information. Erindale Nursery School will only collect information that is required to provide our service to families and/or licensing or legal purposes.
2. **Limiting Use and Disclosure of Information:** Erindale Nursery School will only use your information for the purpose for which we have obtained your consent. We will only provide your information to other parties:
  - When we have your consent
  - When we are required or permitted to do so by law
3. **Protecting Information:** we will protect your information and dispose of it by means of shredding, or other permanent methods.
4. **Providing Information Access and Accuracy:** We will provide our customers with access to personal information that we keep about them. We will do our best to keep personal information accurate and up-to-date. Customers will also have the opportunity to challenge the accuracy of our information.
5. **Respecting and Responding to Privacy Concerns:** We will respond to your requests for access to your personal information within 30 days.

Concerns regarding your privacy issue should be confidentially addressed to:

Teacher / Supervisor  
Erindale Nursery School  
2438 Glengarry Road  
Mississauga, Ontario  
L5C 1Y2  
905-848-8780