

Privacy Policy of Edward Jost Children's Centre

Privacy of personal information is an important principle to Edward Jost Children's Centre Program. We are committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the goods and services we provide. We also try to be open and transparent as to how we handle personal information.

Personal information is information about an identifiable individual. Personal information includes information that relates to their personal characteristics, (eg., gender, age income home address or phone number, ethnic background, family status) their health,(eg., health history, health conditions, health services received by them) or their activities and views.(eg. religious politics, options expressed by an individual, an opinion or evaluation of an individual). Business information,(eg. an individual's business address and telephone number) is not protected by privacy legislation.

Our centre partners with a number of agencies and support workers that may in the course of their duties have limited access to personal information we hold. These include computer personal providing technical support or services, accounting auditors, cleaners, supply staff, resource consultants and assistants, and employees of the agency that offer support to children with special needs. The Minister of Community, Family and Children's Services in the course of their duties to ensure compliance with the Day Care Act and Regulations will have access to personal information we hold. We restrict their access to any personal information we hold based on the legislative requirements and their authority to collect.

As licensed providers of childcare we collect, use and disclose personal information in order to serve our clients. For our clients, the primary purpose for collecting information is to provide the best childcare possibly, adequately meeting the needs of the children and families. A second primary purpose will be to meet the legislative requirements of the Day Care Act and Regulation. A third purpose is to collect personal information from Resource Support Agencies to assist us in providing the best child care possible and adequately meets the needs of the children. A fourth primary purpose to obtain the necessary information is so that we can contact the appropriate people in the event of an emergency. It would be rare for us to collect any personal information without the client's express consent, but this might occur in a case of urgency, (eg. parent or guardian is not available), or where we believe the client would consent if asked and if it is impractical to obtain consent,(eg.. A child's well being is at risk)

We understand the importance of protecting personal information. For that reason we have taken the following steps:

- Paper information is either under supervision or secured in a locked restricted area.
- Electronic hardware is either under supervision or secured in a locked or restricted area at all times.

We need to retain personal information for some time to ensure that we can answer any questions you might have about the services provided and for our own accountability to external regulatory and legislative bodies. However we do not want to keep personal information too long in order to protect your privacy.

We keep our clients files for 7 years after the client withdraws from our centre. Paper files that contain personal information are destroyed by shredding. Electronic information is destroyed by deleting, and when the hardware is discarded, we ensure that the hard drive is formatted to erase any information contained within.

You have the right to see what personal information we hold about you. If we do not know you, your identity will need to be confirmed, before providing you with the access.

If there is a problem we may ask you to put your request in writing. If we cannot give you access, we will tell you within 30 days if at all possible and tell you the reason, as best we can, as to why we cannot give you access.

If you believe there is a mistake in the information, you have the right to ask for it to be corrected. This applies to factual information and not to any professional opinions we may have formed we may ask you to provide documentation that our files are wrong. Where we agree that we have made a mistake, we will make the correction and notify anyone to whom we sent this information. If we do not agree that we have made a mistake, we will still agree to include on our file a brief statement from you on the point.

If you have a question, our Information Officer is Kathleen Couture and she can be reached at 7 Mont Street, Halifax, N.S. 477-9324

Kathleen will attempt to answer any questions or concerns you might have. If you wish to make a formal complaint about our privacy practices, you may make it in writing to our Information Officer. She will acknowledge receipt of your complaint; ensure that it is investigated promptly and that you are provided with a formal decision and reasons in writing.

This policy is made under the Personal Information Protection and Electronic Documents Act. There are some rare exceptions to the commitments set out above.

Please sign the enclosed Privacy Policy Consent Form and return it to the office.

Please sign the agreement below and return it to the office as soon as possible.
Thank you.

I have read the **Privacy Policy of the Edward Jost Children's Centre** and hereby give permission to the centre to use the personal information included in my children's files for the purposes outlined in the policy.

Child's name

Parent/Guardian 's Signature

Date

*** Please ensure that you have also read and signed our Centre's Photo Policy.