

Little Feet Little Faces

PRIVACY POLICY

This Privacy Policy describes how **Little Feet Little Faces School of the Arts Inc.** and/or **Little Feet Little Faces Preschool Inc.** (hereinafter "Little Feet Little Faces") handles personal information, and to assure of its continuing commitment to protect all personal information in its custody and/or control.

Identified Purposes:

Little Feet Little Faces 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 purposes;
- To record, process and collect outstanding enrolment fees;
- To assess and implement Little Feet Little Faces 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 Little Feet Little Faces personnel and third parties (where applicable) with necessary medical information (e.g. dietary restrictions, allergies);
- To provide financial institutions with necessary information to process payments.

Retention Policy:

Records containing personal information collected by Little Feet Little Faces may be retained indefinitely unless otherwise requested. In the event that you no longer wish Little Feet Little Faces 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:

Little Feet Little Faces 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 Little Feet Little Faces. All access requests 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 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 purposes set out above, Little Feet Little Faces may transfer or disclose your Personal information to:

- Service providers, including an organization or individual retained by Little Feet Little Faces to perform functions on its behalf, such as catering, administrative, and financial services;

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- An organization or individual engaged by Little Feet Little Faces to evaluate credit worthiness or to collect outstanding debts;
- The school administration which provides services and resources to Little Feet Little Faces;
- The third party or parties, including government agencies, where Little Feet Little Faces has received consent for such disclosure or where the disclosure is required or permitted by law.

When personal information is transferred by Little Feet Little Faces 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 Little Feet Little Faces, 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 of 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:

Little Feet Little Faces reserves the right to modify or supplement this Privacy Policy at any time. If we make a change to this policy, we will post such changes on our website/ and make the revised policy and changes available upon request.

Inquiries or Further Information:

Any questions or concerns related to this Privacy Policy or handling of personal information by Little Feet Little Faces should be directed to the Privacy officer. 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.

*I have reviewed the contents of this Privacy Policy which explains how Little Feet Little Faces handles my child's and own personal information, and how the information is protected. I agree that Little Feet Little Faces can collect, use and disclose all personal information provided as described above. I understand that the above **Privacy Policy** pertains to both **Little Feet Little Faces Preschool Inc.** and/or **Little Feet Little Faces School of the Arts Inc.***