

RIVERBEND PLAYSCHOOL

Privacy Policy

This Privacy Policy was last amended on February 5, 2007.

Introduction

Riverbend Playschool considers issues relating to your and your child's privacy to be a serious matter. At the same time, Riverbend Playschool needs to collect, store, use and disclose personal information to enable it to operate the playschool.

Riverbend Playschool has created and implemented this Privacy Policy so that you understand what Riverbend Playschool may and may not do with your and your child's personal information. Riverbend Playschool encourages you to review this Privacy Policy.

By providing personal information to us and by dealing with us with knowledge of this Privacy Policy, we will assume that you have consented to the collection, use and disclosure of your and your child's personal information in accordance with the terms set out in this Privacy Policy unless you advise us otherwise.

Personal Information

Personally identifiable information is information about you and your child that can be attributed to you and your child. In this Privacy Policy, personally identifiable information about you and your child will be referred to as "personal information". Riverbend Playschool will only deal with personal information in accordance with the terms of this Privacy Policy.

Consent

Generally, when we collect, use or disclose personal information relating to you or your child we will obtain your consent. Most of the time, we will obtain your consent before or at the same time we collect personal information relating to you or your child. In some instances, however, we may seek your consent after we have collected personal information if we wish to make an additional use or disclosure of personal information where we do not have your consent for the particular use or disclosure.

Depending on the circumstances, your consent may be express or implied. Express consent would arise if you specifically consented to a particular dealing in personal information. Express consent can be given orally, electronically or in writing. Implied consent can be inferred from the circumstances. For example, we will assume that we can send correspondence to the address or email address you provide unless you inform us otherwise. In this example, your address may be personal information.

Riverbend Playschool may, from time to time, provide you with an opportunity to opt out of certain uses and disclosures of personal information relating to you and your child. At the same time, an implied consent to use or disclose personal information relating to you or your child would arise if you fail to indicate that you wish to opt out of the particular use or disclosure when you are given an opportunity to do so.

In addition, certain uses and disclosures that we wish to make of personal information relating to you and your child are set out in this Privacy Policy. Be sure to review this Privacy Policy since by providing personal information about you and your child to us you will be thereby consenting to the

collection, use and disclosure of that personal information in accordance with the terms of this Privacy Policy.

You may change or withdraw your consent at any time on reasonable notice to us, subject to pre-existing legal and contractual obligations. However, if you withdraw certain consents, it may limit the services we are able to provide to you and your child.

Collection of Information

When we collect personal information directly from you we will inform you of the uses and disclosures that we may make of the personal information if those uses and disclosures are not readily apparent at the time we collect the personal information or if those uses and disclosures are not set out in this Privacy Policy. For example, we may not explicitly tell you that we will use your address to send correspondence to you if that would be reasonably assumed at the time you provide your address to us.

Riverbend Playschool may engage service providers. (An example would be an Internet service provider or a third party we contract with to deliver a book that you order through Riverbend Playschool or a photographer we contract with to take school pictures.) Some of these service providers may assist Riverbend Playschool with some of its activities including the collection of personal information. This collection will only be done in accordance with the provisions of this Privacy Policy. Further, Riverbend Playschool will require that these service providers agree that they will only collect the personal information for Riverbend Playschool and that they will not otherwise use or disclose the personal information for any other purpose and that they will adhere to the terms of this Privacy Policy or we will require that they have a similar privacy policy.

Use of Information

Except as otherwise provided in this Privacy Policy, we will obtain your explicit or implied consent to use your personal information in a particular manner. Set out below are certain circumstances where we may use personal information relating to you and your child without obtaining your further consent. By providing us with personal information relating to you and your child, we are assuming that you are consenting to these uses unless you inform us otherwise. These are:

- (a) using identification information and contact information, such as your community league membership, name, address, telephone number and e-mail address, so that we can identify you, and contact and communicate with you regarding your child, the services provided by Riverbend Playschool and your parent duties;
- (b) using your child's name, birth date, address, health information, and emergency contact information so that we can identify your child, determine your child's age for the purposes of eligibility requirements of Riverbend Playschool, and understand any allergies, health issues or medication requirements;
- (c) preparing class lists, waiting lists, registration lists, sharing day rosters, allergy and food restriction lists and duty day lists;
- (d) using payment method preferences and related financial information that you provide to us so that we can obtain payment for the registration fees, duty bonds and any other fees ancillary to the operation of the Riverbend Playschool;

- (e) using your comments and feed-back to assist us in running the Riverbend Playschool programs;
- (f) using personal information for the purpose for which it was provided and certain other activities that are reasonably ancillary to that purpose. For example, if you send us an e-mail with a question or comment, Riverbend Playschool will use your e-mail address to respond to you. Further, Riverbend Playschool may store your e-mail and e-mail address and a copy of our response for future reference;
- (g) using your postal and/or e-mail address to provide to you information about Riverbend Playschool, your child and other items (including the products and services of third parties, such as children's books) that Riverbend Playschool believes that you may be interested in notwithstanding that your address may have been provided for a different purpose.

Except as otherwise provided in this Privacy Policy, Riverbend Playschool will not use your personal information for any other purpose.

Disclosure of Information

Except as otherwise provided in this Privacy Policy, we will obtain your explicit or implied consent prior to disclosing personal information relating to you or your child to a third party. Set out below are certain circumstances where we may disclose such personal information without obtaining your further consent. By providing personal information to us, we are assuming that you are consenting to these disclosures unless you inform us otherwise. These are:

- (a) Distributing, and/or posting in the classroom, class lists, sharing day rosters, allergy and food restriction lists, duty day lists, newsletters, and any other lists that are reasonable for the operation of the services provided by Riverbend Playschool to all families with a child enrolled in Riverbend Playschool or for any other purpose in connection with the operation of Riverbend Playschool, including complying with licensing and/or gaming requirements, or other applicable laws;
- (b) In the event your child experiences a medical emergency, Riverbend Playschool may disclose personal information relating to you and your child to health service providers, hospitals and paramedics;
- (c) In the event Riverbend Playschool transfers or is considering transferring control of any or all of its operations or services to another organization, Riverbend Playschool reserves the right to transfer or disclose your personal information to that organization. However, Riverbend Playschool will require that the organization agree that it will be similarly bound by the provisions of this Privacy Policy and that it will only use and disclose your personal information as Riverbend Playschool is similarly entitled under this Privacy Policy;
- (d) In the event Riverbend Playschool amalgamates with another organisation, Riverbend Playschool reserves the right to permit that amalgamated organisation to continue to use and disclose your personal information. However, Riverbend Playschool will require that the amalgamated organisation agree that it will be similarly bound by the provisions of this Privacy Policy and that it will only use and disclose your personal information as Riverbend Playschool is similarly entitled under this Privacy Policy;

- (h) Riverbend Playschool may engage certain product and service providers. Providers may provide products and services to Riverbend Playschool to assist Riverbend Playschool in its activities. Other service providers may provide products and services directly to you at the request of Riverbend Playschool. As such, it may be necessary for Riverbend Playschool to disclose your personal information to these service providers. However, Riverbend Playschool will take steps to ensure that these service providers will only use and disclose your personal information as necessary to provide the products and services and that they will adhere to the terms of this Privacy Policy or their own similar privacy policy;
- (e) Riverbend Playschool may work with other organisations towards some common purpose consistent with the objectives of Riverbend Playschool. In that case, it may be necessary for Riverbend Playschool to disclose your personal information to these organisations. However, Riverbend Playschool will require that these organisations agree that they will only use and disclose your personal information as necessary for the common purpose and that they will adhere to the terms of this Privacy Policy.

Except as otherwise provided in this Privacy Policy, Riverbend Playschool will not sell, rent, loan, trade, lease, transfer or otherwise disclose your personal information, including e-mail addresses, to any third party.

Other Collection, Use and Disclosure

We may collect, use and disclose personal information relating to you or your child without your knowledge or consent when that personal information is relevant to an actual or potential legal proceeding or when we are required or permitted to do so by court order, applicable law or regulatory requirements.

As well, privacy legislation may permit or require the collection, use and disclose your personal information without your knowledge or consent in some specific and limited circumstances. We reserve the right to collect, use and disclose personal information in these limited circumstances.

Your Access to Your Information

Subject to certain restrictions that are available at law, you are entitled to see what personal information we have on you. We are entitled to charge a reasonable fee to gather and deliver that information to you. As well, at your request, Riverbend Playschool will update your personal information if it is incorrect.

Retention of Information

Riverbend Playschool will only keep personal information relating to you and your child for a period of time that is consistent with: (1) the purpose for which the personal information was collected, (2) the terms of this Privacy Policy, and (3) any legal or accounting requirements or obligations.

Changes to the Riverbend Playschool Privacy Policy

Riverbend Playschool reserves the right to modify or amend this Privacy Policy at any time and for any reason. Riverbend Playschool reserves the right to update this privacy policy from time to time without notification. Please check back with Riverbend Playschool from time to time to see

whether this Privacy Policy has changed. The first sentence of this Privacy Policy indicates when the Privacy Policy was last changed.

General

Nothing contained in this Privacy Policy is intended to create a contract or agreement between Riverbend Playschool and you, and neither you nor your child may rely on it as such.

We may require that all communications relating to a withdrawal or variation of consent or a request to review or update personal information be made in writing, signed and delivered to us at an address that we may provide.

Questions

If you have any questions about this Privacy Policy, please send us an email at executive@riverbendplayschool.org.