



## **La Pre-Maternelle La Coccinelle (“La Coccinelle”)**

### **Personal Information Protection Policy**

La Coccinelle is committed to safeguarding the personal information entrusted to us by the parents or guardians of our students. We collect and manage your personal information in accordance with Alberta’s *Personal Information Protection Act* and other applicable laws. This policy outlines the principles and practices we follow in protecting your personal information.

This policy applies to La Coccinelle, its employees, Board of Directors and volunteers who may from time to time be in possession of your personal information.

A copy of this policy is available on our website at [www.la-coccinelle.ca](http://www.la-coccinelle.ca), is provided to the parents or guardians of any student enrolled in our school at the time of enrollment and is available on request.

### **What is personal information?**

Personal information means information about an identifiable individual. This includes an individual’s name, home address and phone number, email address, age, sex, marital or family status, employment information, an identifying number, financial information, educational history, etc.

### **What personal information do we collect?**

The amount and type of information that we collect may change from time to time. We collect only the personal information that we need for the purposes of providing services to our families, including personal information needed to:

- enroll in any class
- manage a student’s registration and tuition fees
- process fundraising orders
- send out information and reminders
- organizing volunteers (including parent or guardian areas of expertise and/or profession)
- notify parents or guardians of upcoming events of interest
- meet licensing requirements
- send notices regarding the health and safety of students
- provide first aid or arrange for emergency medical care for students
- make arrangements with third parties that provide services to the school

- participate in field trips or other school activities
- order and provide school pictures
- publish the school newsletter
- comply with any school policies, as found in the Handbook for Parents (available on the website at [www.la-coccinelle.ca](http://www.la-coccinelle.ca))
- manage the day to day operations of the school

We only collect information directly from our parents, guardians or other persons with your consent or as authorized by law, for the reasons set out below.

We will inform our parents or guardians, before or at the time of collecting personal information, of the purposes for which we are collecting the information. The only time we don't provide this notification is when a parent or guardian volunteers information for an obvious purpose (for example, providing a personal cheque for payment of a fundraising activity when the information will be used only to process the payment).

### **Consent**

We will ask for consent to collect, use or disclose personal information, except in specific circumstances where collection, use or disclosure without consent is authorized or required by law. We may assume your consent in cases where you volunteer information for an obvious purpose.

We ask for your express consent for some purposes and will not be able to enroll your child in a program at our school if you are unwilling to provide consent to the collection, use or disclosure of certain personal information. Where express consent is needed, we will normally ask parent(s) or guardian(s) to provide their consent orally (in person, by telephone), in writing (by signing a consent form, by checking a box on a form, or electronically (by clicking a button)).

A parent or guardian may withdraw consent to the use and disclosure of personal information at any time should the child cease to be a student at the school, unless the personal information is necessary for us to fulfill our legal obligations.

### **How do we use and disclose personal information?**

We use and disclose personal information only for the purposes for which the information was collected, except as authorized by law. If we wish to use or disclose your personal information for any new business purpose, we will ask for your consent.

We will not disclose the personal information collected to third parties without your express consent. However, we may not request consent when disclosure is required by applicable law for an investigation or legal proceeding, to collect a debt owed to our organization, in an emergency that threatens life, health or

safety, or when the personal information is from a public directory. In these cases, other than cases of emergency, we will notify you prior to disclosing your personal information.

### **How do we safeguard personal information?**

We make every reasonable effort to ensure that information we obtain is accurate and complete. We rely on our parent(s) or guardian(s) to notify us if there is a change to their personal information that may affect their relationship with our organization. If you are aware of an error in our information about you, please let us know and we will correct it on request wherever possible.

In some cases we may ask for a written request for correction.

We retain records containing personal information in a secure area that will be accessed only by employees or directors of La Coccinelle with a need to access such records, and we will protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

We retain personal information only as long as is reasonable to fulfill the purposes for which the information was collected or for legal purposes. Records containing personal information that are no longer needed will be destroyed in a confidential manner so as to prevent unauthorized disclosure.

### **Access to records containing personal information**

Parents and guardians of students enrolled in La Coccinelle have a right of access to their own personal information in a record that is in our custody or under our control, subject to some exceptions. For example, access may be refused if the information is subject to solicitor-client privilege or subject to confidentiality obligations to third parties.

If we refuse a request in whole or in part, we will provide the reasons for the refusal. In some cases where exceptions to access apply, we may withhold the information that is subject to disclosure restrictions and provide you with the remainder of the record.

You may make a request for access to your personal information by writing to the Communications Director. You must provide sufficient information in your request to allow us to identify the information you are seeking.

You may also request information about our use of your personal information and any disclosure of that information to persons outside our organization.

We will use reasonable efforts to respond to your request within 45 calendar days, unless we need more time, in which case we will advise you how much more time we need. We may charge a reasonable fee based on administrative costs incurred to provide information, but we will not charge to make a

correction. We will advise you of any fees that may apply before beginning to process your request.

### **Questions and complaints**

If you have a question or concern about any collection, use or disclosure of personal information by La Coccinelle, or about a request for access to your own personal information, please contact:

Communications Director  
La Pre-Maternelle La Coccinelle  
[communications@la-coccinelle.ca](mailto:communications@la-coccinelle.ca)

If you are not satisfied with the response you receive, you should contact the Information and Privacy Commissioner of Alberta:

Office of the Information and Privacy Commissioner of Alberta  
Suite 2460, 801 - 6 Avenue, SW  
Calgary, Alberta T2P 3W2  
Phone: (403) 297-2728      Toll Free: 1-888-878-4044  
E-mail: [generalinfo@oipc.ab.ca](mailto:generalinfo@oipc.ab.ca)      Web site: [www.oipc.ab.ca](http://www.oipc.ab.ca)