

Privacy Policy

Adopted: November 10, 2011 Confirmed on: March 20, 2018



STATEMENT

La Boîte à soleil is committed to respecting the privacy of individuals with respect to personal information and to ensure the confidentiality of the personal information that is entrusted in the exercise of its activities. It recognizes that this is an essential element of the maintaining public confidence in it.

La Boîte à soleil aims to maintain a balance between the right to privacy and the need to collect or use personal information as part of its business. Our privacy policy outlines our collection, use, communication and retention of your personal information. Our policy also explains the how we protect your personal information and your right of access to it.

PROCEDURES

Source of protection of personal information. The protection of personal information at La Boîte à soleil is governed by the Protection Act personal information. This Act establishes the confidentiality of information and governs its collection, use, disclosure and retention. The Act applies to personal information regardless of the medium.

Definition of personal information

The definition of personal information generally encompasses information that identifies an individual or group of information that identifies an individual. The name of a natural person is not personal information, except when mentioned with other information about it or where its mere mention would reveal information personal information about this person.

Purposes of information collection

We must collect information about you in order to provide you with high quality services quality. The nature and sensitivity of the information we collect about you varies in function of the services we provide to you and the legal requirements to which we are If you have questions or comments about the purposes for which we collect certain information, feel free to contact us at the address given at the end of this policy.

Partners

We work in partnership with a number of organizations and support workers who, in the performance of their duties, have limited access to personal information that we hold. These include computer consultants providing technical support, auditors, procurement personnel, resource consultants and assistants and employees of organizations that provide support to children with special needs.

The Ministry of Education, as part of its duties to ensure compliance with the 2014 Act on child care and early childhood, will have access to the personal information that we hold. In carrying out their duties,

the Regional Municipality of Niagara will have access to personal information about the subsidized clients to whom we provide a service.

As part of its duties to ensure compliance with the Child Care and Safety Act, 2014 early childhood, the Regional Municipality of Niagara - Health Inspection Service will have access to personal information that we hold and collect it. We limit their access to personal information that we hold according to legislative requirements and their authority of perception. We also have the assurance that they respect the principles of confidentiality appropriate.

We do not share / sell your information with third parties other than what is identified in the terms of the policy.

PRIMARY OBJECTIVES OF COLLECTING PERSONAL INFORMATION

About customers

As licensed child care providers, we collect, use and disclose personal information to better serve our clients. For our customers, the main purpose of the information gathering is to provide the best possible child care services, by responding adequately to the needs of children and families. A second main goal is to meet the legislative requirements of the Custody Act, 2014 children and early childhood. A third main objective is to collect and / or disclose personal information from resource support agencies to help us provide the best child care possible and to respond adequately to the needs of children. A fourth main goal of gathering the necessary personal information is that we can contact the appropriate people in case of emergency.

We seldom collect or disclose personal information without consent the client, but this could happen in an emergency (eg the parent or guardian is not available) or when we believe that the client would consent if it is impossible to obtain the consent (for example, the well-being of a child is threatened). The authorization / authorization forms consent are provided to families before disclosing information about a child, unless the child's well-being is threatened or a legally mandated program requests information (for example FACS). A consent form is signed upon registration to allow taking pictures of children in the centers.

About the members of the board of directors

The main purpose of collecting information is to allow the distribution of relevant information to enable them to fulfill their responsibilities as Board members. One of the secondary objectives of collecting personal information is to complete the documents necessary declarations to the Ministry of Consumer and Commercial Affairs, Revenue Canada, the Regional Municipality of Niagara and the Department of Education.

About the staff

For staff, our primary purpose for collecting personal information is to complete the payroll, to provide benefits to employees and dependents, to staff of contact, etc. The second main objective is to meet legislative requirements and ensure the welfare of customers and the workforce. About the staff of external agencies For those hired to work on a contractual basis for us, our main objective to collect personal information is to ensure that we can contact them at the future (eg related communication as

sending paychecks, payment of services). Examples of the type of personal information we collect for these purposes include personal addresses and phone numbers. It is rare that we collect such without prior consent, but this can happen in the event of a health emergency (eg example, an epidemic of contagious disease) or to investigate a possible violation of the law (for example, in the event of a robbery occurring in a center or office).

Consent

When we collect personal information about you, we obtain your consent to use them for the purposes for which they were collected. We need to get your consent to use your information for other purposes or to gather information additional information about you. As a general rule, we ask for your explicit written consent to collect, use or communicate your personal information. When it comes to less sensitive information, we may, under certain circumstances, accept your verbal consent.

Consent must be given by you or by a duly authorized person such as a guardian or representative. You may withdraw your consent at any time, subject to legal restrictions or contractual. We will inform you of the consequences of such withdrawal, including the possibility of we cannot provide you with a service. If you choose to withdraw your consent, we will put it in our files.

Limitations of collection, use and communication

We limit the collection of your personal information to what is necessary for the purposes that you have been explained. We collect personal information directly from you unless you have consented we collect this information from third parties or are permitted by law. We use your personal information only for the purposes for which it was collected. This means that we cannot use your personal information for any other purpose without your consent, except as provided by law.

We cannot disclose your personal information to anyone without your consent, except for what may be required by the Act. Your personal information is not accessible authorized persons to access it and for whom it is necessary in the exercise of their functions.

Accuracy

We make every effort to ensure that your personal information is as accurate as possible and complete as required by the purposes for which they are collected, used or disclosed.

Responsibility

We are responsible for the personal information we have in our possession or which are in our custody, including information that we entrust to third parties for the purpose of treatment. We require these third parties to maintain this information according to strict standards confidentiality and security.

Security measures

We understand the importance of protecting personal information. For this reason, we have put in place and continue to develop rigorous security measures so that your information personal data remain strictly confidential and protected against loss or theft and against any unauthorized consultation, communication, copying, use or modification.

These security measures include organizational measures such as the use of security clearances and restricted access to what is needed; physical measurements (backup and archiving data through an external system, the information on paper is monitored or secure in a locked or restricted area, staff are trained to collect, use and disclose personal information only as necessary to fulfill his or her functions and in accordance with our privacy policy); and technological measures like the use of passwords on computers and the electronic equipment is under surveillance or secure in a locked or restricted area at all times.

Retention and destruction of personal information

We need to keep the personal information for a while to make sure that we can answer your questions about the services provided and for our own responsibility to external legislative and regulatory bodies. However, we do not wish to keep personal information too long to protect your privacy.

We keep our client files for two years after removing the client from our centers. The financial records are kept for seven years. Employee files are kept for seven years after the termination of employment.

We destroy paper files containing personal information by shredding. We destroy the electronic information by deleting it, and when the material is discarded, we ensure that the hard disk is formatted to erase all the information it contains.

Request for access to information and rectification

With a few exceptions, you have the right to know if we have information about you and to consult this information. You also have the right to ask how we collected your personal information, how we used it and how which they could have communicated.

This information will be provided to you within a reasonable time from the day we receive your written request. We reserve the right to charge reasonable fees to deal with such requests.

If you believe there is an error in the information, you have the right to request that it be corrected. This applies to factual information and not to the professional opinions we may have formed. We may ask you to provide documentation that our files are incorrect.

When we agree that we have made a mistake, we will make the correction and inform anyone to whom we sent this information. If we do not agree that we made a mistake, we will always agree to include in our brief a brief statement from you on this point.

Concerns and complaints

Under the Access Act, the Executive Director designated the Chief Financial Officer to act on behalf of the Privacy Officer at La Boîte à soleil. All questions that do not find an answer to the respondent or any difficulty that you feel is unresolved, may be submitted to the Executive Director.

Any request for access to information or request for rectification must therefore be sent to the address next:

Finance Manager

674 Tanguay Avenue
Welland, Ontario L3B 6B2
905-735-1840 (ext. 21)
finance@laboiteasoleil.ca

They will try to answer your questions or concerns. If you wish to make a formal complaint about our privacy protection practices personal information, you can do it in writing. She will acknowledge receipt of your complaint, ensure that it is promptly investigated and that you receive a formal decision and written reasons. This policy is made under the authority of the Privacy Act personal and electronic documents. This is a complex law that provides for exceptions additional privacy principles too detailed to be stated here. It exists few exceptions to the commitments set out above.

For more general inquiries, the Information and Protection Commissioner Privacy Commission of Canada oversees the administration of privacy protection legislation personal information in the private sector. The commissioner also acts as a kind Ombudsman for Privacy Disputes. The Information and Protection Commissioner privacy can be reached at:

Office of the Privacy Commissioner of Canada

30 Victoria Street
Gatineau, Quebec K1A 1H3
Toll Free: 1-800-282-1376
Phone: 819-994-5444
www.priv.gc.ca