



QUEENS GATE ACADEMY

Private School from JK - Grade 8

Ph: 905-846-0220 email: info@queensgateacademy.ca

School Privacy Policy

The Queens Gate Academy Privacy Policy is to enforce our responsibilities under the “Personal Information & Electronics Documents Act” (PIPEDA). This policy strives to ensure that all students, parents/ guardians, and staff at the school are aware of the regulations and standards that are put in place to ensure that the privacy and confidentiality of all individuals is maintained at Queens Gate Academy.

Queens Gate Academy’s commitment to maintaining the confidentiality, privacy and security of the personal information collected is governed by the ten principles described in the Canadian Standards Association Code for the Protection of Personal Information.

Definition

Under PIPEDA, personal information includes any factual or subjective information about an identifiable individual. This includes information such as:

- age, name, ethnic origin, ID numbers
- opinions, evaluations, comments, social status, or disciplinary actions
- individual files, medical records

Principle 1: Accountability

Queens Gate Academy is responsible for maintaining and protecting personal information under its control and has designated individual(s) who are accountable for the school’s compliance with the ten privacy principles.

Principle 2: Identifying Purposes

Queens Gate Academy has identified specific purposes for which personal information is collected, used, and disclosed.

Most of the information is directly collected from parents and students, or is information regarding student’s school activities, performance, or behaviour (i.e. attendance, grades).

During registration of all students and throughout the school year, students and families are asked to provide information regarding academic, health and personal information.

This allows Queens Gate Academy to:

- communicate with students, parents/ guardians and prospective applicants
- identify and evaluate students
- enable the school to operate administrative functions
- ensure the safety and well-being of students



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- provide academic and co-curricular services

Queens Gate Academy will exchange personal information with the Ontario Ministry of Education in order to assign, update, and validate the Ontario Education Number and the personal information associated with it. When consent has been provided by parents/ guardians, Queens Gate Academy will also exchange personal information to organizations that the school has partnered with.

Queens Gate Academy will not disclose personal information to other organizations or individuals outside the school, unless when required by law or when consent is provided.

Principle 3: Consent

Queens Gate Academy will obtain consent of the individual for the collection, use and/or disclosure of personal information, except when inappropriate.

The requirements for consent to collect, use and/or disclose personal information vary depending on the circumstances, type of personal information, and the purposes of its collection, use and/or disclosure. In determining whether consent is required and in what form, Queens Gate Academy will take into account the sensitivity of the personal information and the purpose for which the school will use the information. Consent may be expressed (verbally or written), implied, or deemed.

Principle 4: Limiting Collection

Queens Gate Academy will limit the collection, use and/or disclosure of personal information to what is necessary for the purposes identified by the school.

Principle 5: Use, disclosure and Retention

Queens Gate Academy will only collect, use and/or disclose personal information for the intended purpose, except with the consent of the student and parents/guardians, or as required by law.

Personal information will be retained only for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purposes for which it was collected and is no longer required or permitted to be retained for legal or business purposes, it will be destroyed or made anonymous.

Principle 6: Accuracy

Queens Gate Academy will take appropriate steps to ensure that the personal information collected is accurate, complete and up-to-date as is necessary for the purpose for which it was collected, used and/or disclosed. An individual may, upon written request to Queens Gate Academy, request changes or correction of errors in any personal information provided to the school.



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Principle 7: Safeguarding Personal Information

Queens Gate Academy will safeguard all personal information of students, families and staff by storing information collected in secure files, located at the school. Electronic files are appropriately protected by passwords and security measures. Access to personal information is restricted to authorized employees only.

Principle 8: Openness

Queens Gate Academy will make information readily available to students, parents and/ or guardians about its policies relating to the management of personal information. Students, parents and/ or guardians may, at any time, request to inquire about the school's privacy policy.

Principle 9: Individual Access

Upon request, Queens Gate Academy will inform individuals of the existence, use and/or disclosure of his or her personal information, and shall be given access to that information.

Individuals may access and verify any personal information with appropriate written notice. Most of this information is obtained from the registration or other forms individuals would have filled out.

Parents may access and verify school records of their child(ren), with appropriate written notice, during normal school hours. In situations of family breakdown, Queens Gate Academy will grant access to student records in accordance with the law.

Queens Gate Academy may exercise its right to deny access to some information where the disclosure of information may threaten someone else's safety, mental or physical health, or where disclosure could be harmful to the personal privacy of a third party.

Principle 10: Complaint Process

Individuals may question complaints with the above principles.

Questions, concerns, and complaints about privacy, confidentiality and Queens Gate Academy's policies and practices of handling personal information should be directed to the school Principal.