



The Co-operative Nursery School of Almonte

Confidentiality Agreement

Preamble

Due to the confidential nature of some information that is discussed in Executive meetings, we ask that all executive members respect the right to privacy of individuals involved with the school. All executive members are required to sign an individual confidentiality agreement. Parents of the Nursery School will read this policy along with other policies and sign and date that they agreed and understood the Confidentiality Agreement.

Nature of the Agreement

This agreement delimits the use of personal information collected for the purpose of the Cooperative Nursery School of Almonte, including

1. What personal information are we talking about?
2. How personal information is used by the Nursery School
3. Responsibility for the Protection of Individuals Privacy

What Personal Information are we talking about?

1. The Co-operative Nursery School of Almonte, like all organizations, is legally required to maintain the privacy of individuals.
2. All organizations collecting names and addresses are now legally required to disclose what use they will make of this information. By nature, the Nursery School photocopies CRC and signs "True Copy" on top to show the original has been seen from all employees, volunteers and placement students.
3. We collect financial information for school fees, NSF cheques and subsidies. The private nature of such information must be respected and should not be discussed outside the confines of an executive meeting. Certain financial information is privileged and will only be accessible to those with authorized access (including program subsidies). All names when discussing financial matters related to the Cooperative Nursery School of Almonte will be excluded.

Uses of Personal Information

1. The Nursery School uses home addresses, telephone numbers and personal emails for the purpose of contacting parents/caregivers with registered participants in the school programs. No information shall be released or sold to third parties.
2. The Nursery School does handle CRC's from volunteers; all info on CRC's are kept confidential.

3. An occasional NSF cheque occurs and subsidy requests are submitted; these items are discussed privately with only the individual(s) concerned or those who have authorized access to the information.

4. Any other private information, such as children's behavioural problems, changes in marital status of parents, or any other information, will be treated with respect.

Responsibility for the Protection of Individuals Privacy

Breaches in confidentiality may result in charges or removal from The Cooperative Nursery School of Almonte. Executive members must recognize that the reputation of the Nursery School and themselves rests on their ability to maintain the privacy and the good name of the Nursery School and all participants.

What Else Should You know about Privacy at the Co-operative Nursery School of Almonte

Anything not explicitly covered in this agreement is not necessarily excluded from the need for confidentiality. It is assumed that the Executive of the Nursery School will conduct its affairs of respect, and that any sensitive information discussed will be treated as such.

A signed agreement will be required of all executive members, employees and participants of Executive meetings.