

Vancouver Child Study Centre (“VCSC”) Privacy Policy

VCSC respects and upholds your right to privacy and to protection of your personal information. VCSC is committed to collecting, using and disclosing personal information in a manner that complies with applicable privacy legislation.

This policy sets out the procedures that will be observed with respect to the collection, use and disclosure of information about any identifiable individual who is a past, current, or prospective: child, parent, employee, or volunteer.

Principles and Procedures

1. Accountability

VCSC is responsible for all personal information under its control. The Vice-President of the Board of Directors is also the Privacy Officer and is accountable for VCSC compliance with the principles described in this policy. The Vice-President of the Board of Directors has delegated day to day administration of this policy to the Registrar. The Registrar can be contacted at VCSC.

VCSC is responsible, not only for personal information in its physical possession or custody, but also for personal information that is transferred by VCSC to a third party and will implement procedures to:

- Protect personal information
- Receive and respond to complaints and inquiries
- Orient employees and volunteers in the policies and procedures regarding the collection, use and disclosure of personal information under VCSC’s protection
- Ensure all parents, employees and volunteers have access to VCSC’s Privacy Policy

2. Purposes for Collection, Use, and Disclosure

VCSC may collect, use and disclose personal information concerning you (children, parents, volunteers, teachers, contractors and/or donors) for the following purposes:

- To educate the children, which includes, but is not limited to, documenting the children’s play and learning using various media;
- To facilitate the Anchor program;
- To comply with legal and regulatory requirements;
- To operate VCSC;
- To facilitate research in the fields of early childhood education and child development in accordance with VCSC’s research policy;
- To administer an effective employment relationship, or in the case of student teachers or volunteer teachers, to provide effective training, feedback or references;
- To raise funds for the operation of VCSC;
- To administer and maintain accounts relating to operations and/or donations; and
- To facilitate communication among the members of the VCSC community, for example, by distributing to parents and teachers class lists containing the children’s names, birthdates, addresses, and their parents’ names and contact information.

3. Limiting Use, Disclosure and Retention

VCSC will not use or disclose your personal information for purposes other than those set out in this Policy, except with your consent or as required or permitted by law. VCSC may assume it has received your implied consent through action or inaction on your part. VCSC may also assume it has received your consent if we have received consent from another member of your family (for example, a parent on behalf

of a child, or a parent on behalf of their spouse). Personal information will be retained only as long as necessary for the fulfillment of these purposes.

4. Accuracy

VCSC will make a reasonable effort to ensure that personal information collected by VCSC or on its behalf is as accurate and complete as is necessary for the purposes for which it is to be used. VCSC will generally rely on you to provide updated information, such as changes to addresses and other contact information.

5. Safeguards

VCSC will take appropriate measures to protect personal information it has in its custody or control. This ranges from physical controls such as locked file cabinets and restricted access to the office, to organizational measures such as requiring employees and contractors to respect this Policy and limiting access to a “need to know” basis.

6. Accessing Personal Information

VCSC will honour any reasonable requests made to review and update individual’s personal information except where the law requires or permits VCSC to deny access. If you wish to review or update your personal information, you must write to the Registrar. VCSC will respond to requests in writing as accurately and completely as is reasonably possible within 30 days after receiving your request.

7. Complaints

You may direct complaints concerning VCSC’s compliance with privacy protection to the Privacy Officer. A complaint must be in writing to the Privacy Officer. VCSC will:

- acknowledge receipt of the complaint
- investigate all complaints it receives; and
- notify you of the outcome of VCSC’s investigations.