



YHS PRIVACY POLICY

The ***Personal Information Protection Act*** (“PIPA”) applies to the way independent schools may collect, use, disclose and secure personal information. Personal information means all information about an identifiable individual including students, parents, employees and volunteers.

Privacy Commitment

The York House Society (“York House”) is committed to respecting your right to privacy. We acknowledge the sensitivity of the personal information which may be provided to us in the course of delivering educational programs or in the establishment, management or termination of an employment relationship. We recognize our obligations concerning the personal information of our students, parents, alumnae, family, friends, volunteers and employees that we collect, use or disclose.

This policy outlines, in general terms, the principles York House applies in protecting and using the personal information of current, past and prospective students, parents, families, friends, volunteers and employees that is within our custody or control.

Student and Related Family Personal Information

York House collects student and related family personal information for the following purposes: to support the development and delivery of the school’s educational programs; to meet legal and regulatory requirements regarding student records; for health and safety; for fundraising and related activities; to assess suitability for scholarships, bursaries and other financial awards, and for providing references to support post secondary or other applications by students.

By selecting York House for the delivery of an educational program to your child, you consent to our collection, use and disclosure of the student’s personal information to the extent necessary to deliver educational programs and adjunct services to the student.

York House limits the collection of personal information to that which is necessary for the purposes identified by us and as permitted by law.

York House does not use or disclose personal information for purposes other than those for which it was collected, except with the consent of the individual or as required or permitted by law.

Where practical and appropriate, York House endeavours to collect personal information directly from the person to whom the information relates. When necessary, York House will collect personal information from other sources. When York House collects personal information from students and/or parents, we will tell the student and/or parent the purpose for collecting the information and who can answer their questions about the collection.

Employee Personal Information

An employee is someone employed by York House or who performs a service for us and includes volunteers, casual and temporary employees. Personal information does not include work product information as defined in the *Act*, which means information prepared by individuals or employees in the context of their work or business and which does not include personal information about other

individuals in the work product information; nor does it include business contact information such as the name, position, business telephone number, email address and fax number of an individual.

York House collects, uses and discloses employee personal information that is reasonably needed to establish, manage or terminate an employment or volunteer relationship with York House. This type of information may include, for example, the name, home address, home telephone number, social insurance number, benefit information, educational qualifications and employment history.

The law provides that York House may collect, use and disclose employee personal information without consent if it is reasonable for the purposes of establishing, managing or terminating an employment relationship between York House and the individual. Such circumstances include: in the case of an emergency where health, life or security of an individual is threatened, where required by law, or where such collection use or disclosure represents due diligence in a business transaction.

Where practical, York House endeavours to collect employee personal information directly from the person to whom the information relates. When necessary, York House will collect employee personal information from other sources. When York House collects personal information from employees, we will tell the employee the purpose for collecting the information and who can answer their questions about the collection.

Security

York House recognizes its obligation to protect personal information, including employee personal information, by security safeguards appropriate to the sensitivity of the information. These may include taking appropriate and reasonable steps on a technological, contractual, administrative or physical security basis to protect personal information, including employee personal information against risks such as loss, theft, unauthorized access, disclosure, copying, use, modification or destruction.

Retention

York House retains personal information, including student and employee personal information, only as long as necessary for the fulfillment of the purposes for which it was collected, or as required or permitted by law. Depending on the circumstances, where personal information has been used to make a decision about an individual, YHS shall retain, for a period of time that is reasonably sufficient to allow for access by the individual, either the actual information or the rationale for the decision.

Accuracy, Access and Questions

York House takes steps to ensure that personal information, including student and employee personal information, is as accurate, complete and up-to-date as necessary for the purposes for which it is used. The *Act* permits individuals, including employees, to access their personal information under our custody or control, and information on how their personal information is being used or disclosed by us, including the names of the individuals and organizations to whom their personal information under our custody or control has been disclosed by us. York House will respond to all such requests in compliance with the *Act*.

The law permits individuals to request correction to errors or omissions in their personal information in our custody or control. York House will respond to all such requests in compliance with the *Act*. If YHS does not agree with the correction, the correction will, nevertheless be annotated.

Contacting Us

If you have any questions regarding this policy, or if you wish to request access to, or correction of, your personal information in our custody or control, please contact our Privacy Advisor, **Eve Hunnings**, at **604-730-2401** or email: **eve_hunnings@yorkhouse.ca**