



**PERSONAL INFORMATION PROTECTION**

At Eden Daycare we are committed to protecting the privacy of your personal information. Eden Daycare collects personal information to provide you with child care services. Eden Daycare does not give, rent or sell our client information to any organization or individual. Your personal information is processed and stored in a secure and confidential manner with strict access control. The Privacy Officer is accountable for the implementation of this policy. Any issues or questions regarding this policy should be directed to the Privacy Officer.

Eden Daycare’s Privacy Information Officer is Asma Kidwai

Personal, privileged and/or confidential information about children and families at Eden Daycare may only be collected, used, disclosed and retained for the purposes identified by the Child Care and Early Years Act( CCEYA); Ministry of Education, Region of Peel, Children’s Services; and Eden Daycare as necessary for the child’s health and safety.

Eden Daycare staff ensures that no personal, privileged and/or confidential client information is disclosed without the client’s/parent’s written consent. It is, however, at times mandatory by law we disclose certain information to the Children’s Aid Society and law enforcement agencies without the client’s/parent’s consent.

Client information is accessed by Eden Daycare Staff as necessary for your child’s health and safety. Emergency information on your child is kept with your child’s class at all times and is carried by Eden Daycare Staff when necessary for off-site trips.

Personal and financial information is retained for at least 2 years (CCEYA) or as required by law.

Concerns or complaints related to privacy issues must be made, in writing, to the Privacy Officer setting out the details of the concern or complaint. The Privacy Officer shall investigate the matter forthwith and make a determination related to the resolution of the concern(s) or complaint(s).

I have reviewed the above information that explains how Eden Daycare will use personal information about my child(ren) and myself, and the steps Eden Daycare is taking to protect my information.

_____ Parent’s Signature	_____ Print Name
_____ Parent’s Signature	_____ Print Name
_____ Date	_____ Date

**Approved by Eden Daycare Inc. Board of Directors August 12, 2015**

**Please return this form signed with application form**