



Waterloo Co-operative Preschool is very sensitive to the fact that information concerning you, your child, and your family is private and personal. Trust and confidentiality are essential to building trusting relationships. We are committed to maintaining your privacy and protecting your personal information. The Preschool will not disclose information except as required by law ie if our records are subpoenaed or when there is a threat to the health and safety of the individuals and families we serve. Please see our [Recording and Reporting Abuse policy](#) for more information.

When you are performing as a staff, volunteer, board member or are observing in the classroom, please adhere to the confidentiality policy that requires you to respect the children, staff and families you are working with and does not permit disclosure or discussions outside the classroom or board meetings regarding any matters, behaviours or observations you may have had. It is always nice to share fun or new learning experiences with parents at pick up time; however, you are expected to refrain from any negative or personally disclosing information when sharing. If you overhear any private conversations, case conferences or other discussions, you are expected to keep it confidential.

Any communications for confidential Preschool business will only be conducted on registered Preschool accounts and drives. Any hard copies with personal information on it will be kept at the Preschool in the locked filing cabinet. Any information transmitted on personal devices will be deleted promptly and copies only remain on the Google email address associated with the board role. When a new person takes over a board role they will ensure the email password is changed and all associated devices deleted access to the account. Storage on personal devices is not permitted. The President will maintain an up to date copy of all email addresses, passwords, and key fobs in use on a spreadsheet and keep it up to date.

University and college students volunteering in the classroom shall use a number instead of children's names when completing observations and assignments.

All families are required to read, sign and be provided a copy of the "Notice with Respect to the Collection of Personal Information," provided by the Early Learning Division of the Ministry of Education.

All registration packages have parents sign to permit pictures to be taken for use in class or on Seesaw in individual portfolios. Pictures are archived after one year. Parents must also sign an acknowledgement of services that KW Habilitation provides. Indirect discussions may take place in order to best serve the family and classroom needs. If information is to be shared outside the teaching team consent must be obtained first. Some information may be shared with the Board of Directors and only necessary information will be disclosed.

Personal information is displayed within the classroom including allergy charts, emergency plans and

individual support plans in order to be referenced frequently to implement each plan.

Should anyone disregard the Confidentiality Policy, they shall be given a verbal warning and the Supervisor will review and ensure a full understanding of the policy. The situation will be documented in the Daily Journal. The individual will re-sign the policy. Should a second breach of these guidelines occur, the parent, volunteer or staff will be asked to withdraw from the school if they cannot find an alternative person to drop off and pick up their child.

If reporting is necessary due to a breach of privacy of personal information the Supervisor or President will report it to the Information and Privacy Commissioner. See [Privacy Policy](#)

A privacy breach occurs when Ontario's *Personal Health Information Protection Act (PHIPA)* has been contravened, for example, where personal health information is stolen, lost or if it is used or disclosed without authority.

<https://www.ipc.on.ca/health-organizations/responding-to-a-privacy-breach/#:~:text=A%20privacy%20breach%20occurs%20when,used%20or%20disclosed%20without%20authority>

*Revised: December 2022 by Tracey Marques and BOD.*

*Approved By: Britney Stewart (President) on December 30, 2022*

*Seconded By: Eliane Sabatino (COMMS) on December 30, 2022*