



Privacy Policy

Waterloo Co-operative Preschool is committed to protecting the privacy of the personal information of its members, and other stakeholders. We value the trust of those we deal with and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you share with us.

During the collection of information for membership and child safety purposes, we gather personal information. This information is carefully protected and any use of this information is subject to consent. Our privacy practices are designed to achieve this.

Defining Personal Information

Personal information is any information that can be used to distinguish, identify, or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual, sensitive discussions, including staff contracts and discussions about staffing. Exceptions are business contact information and certain publicly available information such as names, addresses and telephone numbers as published in telephone directories, which are not considered personal information.

Privacy Practices

Personal information gathered by our organization is kept in confidence. Our teachers and Board members are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Access to personal information is limited to the Board members who need to access this information as part of their position. They sign a separate confidentiality agreement specific to our member's personal information.

Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to prevent this information from being lost or destroyed. All personal files, staff contracts and information are kept onsite at all times. If new membership information is taken offsite, it must be kept in a locked membership box. Teachers keep all student files in a locked filing cabinet within the classroom and restrict access to staff and volunteers, all of whom sign confidentiality agreements. Online data storage is password protected, and access to the information is limited and only contains information necessary. Emergency files are kept in the attendance binder in the classroom backpack and are brought with the teachers to all play areas or on outings, as required. Staff and board members should set a screen lock on any portable device they use for WCP business, have 2 step authentication and delete WCP documents from their personal devices as soon as practicable. Passwords and staff contracts are kept locked in the main filing cabinet in a sealed envelope in case of recovery needs and never left out in the open.

Classroom volunteers gain information about our students and in regards to information contained in Individual Support Plans within the classroom setting. Volunteers are encouraged to share a child's positive experiences at school; however, any other details of a child's day will be the teacher's responsibility to share.

In the event of a privacy breach, the affected individual(s) will be notified as soon as possible and all appropriate measures will be taken to address the breach, including but not limited to reviewing the incident, enhancing security measures, and reporting the breach as required by applicable legislation

Updating of our Privacy Policy

We will annually review our privacy practices and update our Policy accordingly.

Reference : [Parental Complaints, expressing concerns, and discriminatory incidents policy](#)

Revised: November 2023 by Tracey Marques and BOD.

Approved By: Sravani Tammishetti(Admin Assistant) on January 5, 2024

Seconded By: Matt McKarney (President) on January 15, 2024