

KINDERKOLLEGE PRIMARY SCHOOL PRIVACY POLICY

KinderKollege Primary School (“KKPS”) is committed to protecting your privacy and maintaining the integrity of any identifiable information that we collect about our users (“Personal Information”) through the www.kinderkollege.ca website and any related KKPS websites (collectively, the “Site”). KKPS believes that it is important that our users understand what Personal Information is collected and the following Privacy Policy explains KKPS’ privacy practices, describes the steps that KKPS takes to keep your Personal Information confidential, to inform you about how and why KKPS collects Personal Information and to provide you with KKPS contact information should you have questions or concerns about our online Personal Information protection practices. We understand that you want control over how KKPS collects, uses and discloses your Personal Information.

Links to Other Websites

This Site may contain links to the websites of our member schools, affiliate associations, corporate supporters and other third parties that are independently owned and operated by such third parties. These other websites have their own privacy policies and are not governed by this Privacy Policy. We are not responsible for the privacy practices or the content of any website(s) owned and operated by any such third parties. Other websites may collect and treat information collected differently, so we encourage you to carefully read and review the privacy policy for each website that you visit via the Site or otherwise.

How KKPS protects your Personal Information

KKPS keep your Personal Information that you provide to us in strict confidence. Your Personal Information is not sold and you have control over how KKPS obtains, uses, and gives out Personal Information about you. You also have access to the Personal Information that KKPS has about you and KKPS respects your privacy when we market our services.

What type of Personal Information does KKPS collect?

KKPS collects various types of Personal Information. To access certain of our services you may be asked to provide certain contact information (such as your name, e-mail address, address, postal code, telephone number, etc.).

How does KKPS collect Personal Information?

KKPS will only collect Personal Information that you have voluntarily provided to us. KKPS will not collect any Personal Information about you without informing you ahead of time (either through this Privacy Policy or at the time KKPS is requesting Personal Information from you) why and how Personal Information is being collected and how such Personal Information will be used or disclosed (if applicable).

The following are examples of how KKPS may collect Personal Information:

a) Request a Tour - Users of the Site may wish to request a meeting or tour at our school. To schedule this, you will be asked to provide us with certain Personal Information, including your name, e-mail address, address, postal code, telephone number, etc.).

b) Web site traffic information - KKPS monitors and analyses traffic information on the Site in order to determine which features and services are popular and useful to visitors, so that KKPS can improve our services.

The collection of Personal Information

Why does KKPS collect your Personal Information? KKPS collects Personal Information and uses it solely in order to: (i) answer your questions, queries or complaints; (ii) provide you with information (iii) where required, co-operate with law enforcement authorities, to comply with a court order or to prevent a breach of any applicable law. KKPS will infer your consent to the collection of Personal Information for these purposes through your use of the Site and KKPS' systems.

We collect, use and disclose Personal Information only for purposes that a reasonable person would consider appropriate in the circumstances.

How KKPS may disclose Personal Information

KKPS does not sell to third parties any Personal Information that KKPS collects. KKPS will obtain your consent before KKPS obtains, uses or discloses to other persons, information about you except as otherwise described in this Privacy Policy unless we are obliged to do so by law or to protect KKPS' interests.

By choosing to provide KKPS with your Personal Information as described in this Privacy Policy, you are further consenting to its use in accordance with the principles outlined in this Privacy Policy and as may be further outlined at the time of collection.

You may withdraw your consent after you have given it

The protection of your Personal Information is of critical importance to us. You can withdraw your consent any time after you have given it to us, provided there are no legal requirements to prevent this, by sending an e-mail to privacy@kinderkollege.ca.

Please note, if you do not consent to certain uses of information, or if you withdraw your consent, KKPS may not be able to provide you with a particular service. If so, KKPS will explain the situation to you to help you with your decision.

KKPS asks for your consent before sharing Personal Information with third parties

We may share Personal Information about you within KKPS and will not release it to anyone outside of KKPS and any third parties and third party vendors without your consent.

There are some limited exceptions to the above rule. For example, KKPS may collect, use or disclose Personal Information without your consent if KKPS: i) must disclose information for legal reasons as we may be compelled to release information by a court of law, or other legal or regulatory authority. If so, our policy is to release Personal Information only to the extent that KKPS is required to do so; ii) has to protect the interests of KKPS as in certain circumstances, KKPS may have to collect, use or release Personal Information for its protection. For example, KKPS may do so to detect or prevent fraud.

Security

KKPS will maintain commercially reasonable physical, procedural and technical security measures with respect to its offices and information storage facilities so as to minimize any loss, misuse, unauthorized access, disclosure, or modification of Personal Information. This also applies to our disposal or destruction of Personal Information.

KKPS keeps the Personal Information that we collect about you strictly confidential. Only authorized personnel have access to this Personal Information. KKPS and its third party vendor personnel who have access to Personal Information receive special training regarding privacy protection.

If any employee of KKPS or its third party vendors misuses Personal Information, KKPS will consider such action as a serious offence for which disciplinary action may be taken, up to and including termination of employment. If any individual or organization misuses Personal Information - provided for the purpose of providing services to or for KKPS - then KKPS will consider this as a serious issue for which action may be taken, up to and including termination of any agreement between KKPS and that individual or organization.

KKPS has taken steps to protect the confidentiality of your on-line viewing. However, for greater clarity, KKPS cannot guarantee that any Personal Information that you may choose to disclose via the Internet will not be intercepted by third parties. We assume no responsibility for Personal Information disclosed through the Internet, which is intercepted, diverted or otherwise accessed.

Retention and disposal

KKPS keeps your Personal Information only so long as we need it for the services that you are using, to offer you services and for a reasonable time thereafter, or to meet any legal requirements. KKPS has retention standards, which meet these requirements. KKPS destroys your Personal Information when it is no longer needed, or we remove your name from the Personal Information.

Resolving your concerns

KKPS is committed to upholding the KKPS Privacy Policy. Since KKPS is responsible for the Personal Information under its control, it has designated its Privacy Officer as accountable for KKPS' overall compliance with privacy laws and with this Policy. Responsibility for ensuring compliance with the KKPS Privacy Policy rests with our Privacy Officer, who may designate one or more persons to be accountable for its compliance. Other individuals within KKPS may be delegated to act on behalf of the Privacy Officer or to take responsibility for the day-to-day collection and processing of Personal Information.

KKPS will use commercially reasonable efforts to dedicate such resources as are reasonably necessary to ensure these privacy principles are adhered to, and shall review these resources periodically. If you have any questions, concerns or complaints about our Privacy Policy, or about how KKPS is living up to it, please let us know right away by sending the Privacy Officer an email at privacy@kinderkollege.ca or by sending the Privacy Officer a letter to the following address:

KinderKollege Primary School (KKPS)
150 Central Park Drive
Suite 011
Brampton, Ont. L6T 2T9
Attention: Privacy Officer

Whatever the circumstances, resolving the problem for you is our primary concern. Providing legal action has not been taken on the matter, the Privacy Officer will further consider your concern and you will receive a response within thirty (30) business days. If you are not satisfied with the decision of KKPS' Privacy Officer regarding your complaint, you can ask how your complaint can be further escalated.