



Lynn-Rose Privacy Policy

Commitment to Our Community

Lynn-Rose School (“LR” or “the school”) is committed to the accuracy, confidentiality and security of personal information entrusted to us by our families. This Privacy Policy (the “Policy”) outlines policies and practices to be followed to protect your personal information based on the requirements in the Personal Information Protection and Electronics Documents Act (PIPEDA).

LR may add, modify, or remove portions of this Privacy Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. You may ask for the most recent update of this Privacy Policy from the school’s Administration.

Collection and Use of Personal Information

Most of the information that LR collects comes to the school directly from parents, guardians or students, or is information regarding a student’s school activities, performance, or behaviour, such as attendance records or grades. This also includes information on academic, health, and personal matters needed by the school to provide its students with education and co-curricular programs.

Examples of personal information that LR collects and keeps with respect to its students include, but are not limited to:

- a) Name, age, gender, home address and telephone number, emergency contact, photographs (for identification and security purposes);
- b) Health and medical information, such as severe allergies or other known medical conditions;
- c) Information required for the administration of payment and collection of school fees and billing;
- d) Information required for security purposes;
- e) Any information required or authorized by law.

Lynn-Rose collects and uses personal information of students for all matters related to their academic, educational and co-curricular program and activities, including without limitation, application, registration, participation, attendance, course of study, communications, administration, evaluation, grading and report cards, transcripts, references, scholarships and grants, awards, discipline, and health and related services. We use personal information of parents and guardians, including their contact and financial information, to communicate with them about matters relating to their child or ward and for administrative activities including registration and billing.

LR may also use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve our school.

Personal information is communicated within Lynn-Rose only to persons for whom such information is necessary for the performance of their functions and duties.



Lynn-Rose may provide personal information to outside organizations contracted by the school to perform specialized services such as printing, consulting, market research or data processing. Suppliers of specialized services are given only the information necessary to perform those services, and LR takes appropriate steps to ensure that such information is securely transferred and stored and is used only to fulfill the purposes for which it was communicated to the service provider.

Protection of Personal Information

Personal information stored on Lynn-Rose premises is stored in password-protected databases or files which have been secured. Access to personal information is restricted to staff, teachers and administration, who are authorized to use the information for the purposes described in this Policy, have received training in maintaining our privacy standards and applying our privacy policy and practices, and have signed a confidentiality agreement. We retain third parties to provide us with a variety of services, including information technology service providers. We choose our service providers carefully and impose obligations on them to protect any personal information that they use in the course of providing their services to the School. The security measures required of our service providers may include encryption and maintenance of personal information in secure facilities meeting generally accepted specifications and standards. We require our service providers to adhere to our privacy standards. Some of our service providers operate in the United States (e.g. International Baccalaureate Organization). This information will be subject to the laws of both Canada and the United States and may be subject to disclosure under those laws, including to the Governments and Government agencies in both countries.

Disclosure of Personal Information

Lynn-Rose may, without the consent of the student or parent, disclose personal information it holds about the student or parent in the following circumstances:

- a) as permitted or required by applicable law or regulatory requirements, most often in relation to family court issues, legal proceedings, court orders, government tax reporting requirements or Ontario Ministry of Education purposes;
- b) to a person responsible for the prevention or detection of a crime or a statutory offence;
- c) to comply with valid legal processes such as search warrants, subpoenas, or court orders;
- d) to a government body that collects such information as part of its functions;
- e) to a person who must act urgently to protect the life, health, or safety of the person concerned or of other individuals;
- f) to law enforcement authorities or investigation agencies when LR has serious reasons to believe that a fraud or statutory offence may be or has been committed.

In the above-mentioned situations, LR will undertake not to disclose more personal information than is required under the circumstances.

Lynn-Rose endeavours to respect the wishes of parents, students or guardians in regard to the use and disclosure of their personal information, while acknowledging that it requires personal information for its operations and compliance with the law. Circumstances of which LR is unaware may have an impact on privacy. Parents and guardians are asked to ensure that Lynn-Rose has clear instructions as to who it is to contact and with whom it may share information about a student. Lynn-Rose cannot be held responsible for disclosing personal information of a student to a parent or guardian listed as such in Lynn-Rose's records.



Consent

By applying for admission to Lynn-Rose School, students and parents consent to the collection, use, and disclosure of their personal information in accordance with this Privacy Policy.

LR will seek specific consent of students or parents for use or disclosure of personal information in the following circumstances, and in other circumstances not specifically addressed in this Privacy Policy:

- Providing prospective students and their parents with contact information of current students or parents.
- Providing other educational institutions with personal information about students. For example, if a student applies to another school, or to college or university, student records are requested by the enrolling institution.
- To provide health, psychological, or legal information to third party professionals in connection with specialized services in those areas, or as adjunct information in delivering educational services.
- For purposes of student or parent photographs and/or testimonials in LR promotional materials.

Access

Every individual has the right, upon request, to obtain an account of personal information which concerns him/her and which is held by the school, and to be informed of the ways in which the personal information has been and is being used, and the names of the individuals and organizations to whom it has been disclosed.

LR will make a reasonable effort to:

- Assist an individual who is requesting personal information;
- Respond accurately and completely to requests; and
- Provide the requested personal information, or provide an opportunity to examine the information where it cannot reasonably be provided.

Parents and students may access and verify any personal information with appropriate notice so that the office is able to supply the information required. LR will respond within 30 days of a request and will make reasonable efforts to provide the personal information requested sooner where possible.

In certain circumstances, LR may not provide access to all or part of the personal information requested, for example, where disclosure would reveal personal information about another individual, where the information was collected for the purpose of an investigation, or where disclosure would threaten the safety or health of an individual.

Questions or Concerns

Any questions or concerns about the school's privacy and confidentiality policies and practices should be directed to the General Manager:

Ellen Baldini
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