



## COLLINGWOOD SCHOOL

### Privacy Notice

Last updated: September 1, 2023

#### Overview

This Privacy Notice explains the practices that Collingwood School (“Collingwood”, “the School”, “we”, “us”, “our”) follows in connection with the personal information that we collect about you when you inquire about the School, as a member of the Collingwood community, when you apply for a job, visit our website or when you contact us directly.

Collingwood complies primarily with the B.C. Personal Information Protection Act (“BC PIPA”) and for the purposes of managing personal information of individuals elsewhere in Canada, we comply with the Personal Information Protection and Electronic Documents Act (“PIPEDA”). These two privacy laws are considered substantially similar therefore the practices that Collingwood has adopted apply to both laws.

Collingwood also complies with the requirements of the Canadian Anti-Spam Law (“CASL”) for the purpose of communicating with individuals through electronic messages.

#### What is personal information?

Based on the definition that BC PIPA and PIPEDA provide, personal information refers to information related to or about an identifiable individual other than business contact information. Any piece of information that on its own or combined with other information may identify a specific individual is considered personal information. Examples include name, address, email address, phone number, date of birth, government identifiers, health or financial information, or online behaviour.

Contact information submitted in the context of academic or informational inquiries, is considered personal contact information and will be protected by the applicable privacy law that the School complies with.

#### Responsibility over your personal information

Collingwood is the primary custodian of the information that you allow us to collect about you and we are directly responsible for the decisions made about how we collect, use, share, store and protect your personal information.

#### How we collect your personal information

Collingwood collects your personal information through the following sources:

- Requests for information about the School

- Admissions
- Financial Assistance information and application
- Fundraising
- General School activities for parents and students
- Job applications
- Website visits and interaction
- Social media interactions
- Security cameras within the School premises
- Parents association
- Alumni association

## Purpose for use of your personal information

Collingwood collects your personal information for the following purposes:

- To communicate with and on behalf of students, parents, employees or former employees, and alumni
- To process admissions applications
- To communicate with parents (past and present), students (past and present), alumni, employees, and friends of Collingwood for the purposes of advising of activities and events including promotion of the School fundraising and advancement initiatives
- To provide students with the educational services enunciated by the Mission statement of the School, including the student's school activities, performance or behaviour such as attendance records or grades. This may include electronic information on academic, health, and personal matters needed by the School to provide the best possible education and co-curricular programs.
- To provide specialized services areas such as physical and mental health and wellness
- To communicate with external parties in the course of the School's activities including publications such as yearbooks, newsletters and the School website
- To enable the School to operate its administrative function, including payment of School fees and maintenance of non-educational school programs, including parent and volunteer participation and fundraising
- To monitor the use of the School's systems and use of the School's website
- To manage the recruitment process for individuals that apply for a job at the School
- To meet legal and regulatory requirements, including the Independent School Act
- To comply with the School policies
- To administer insurance for and protect the School assets
- To ensure the safety of students, School staff, parents and visitors while at the School
- To ensure communication in the event of emergencies
- To investigate breaches of law, complaints and breaches of policy or the School Code of Conduct
- To provide a safe environment for faculty, staff and students

## Entities with access to your personal information

Collingwood discloses your personal information to the following entities under specific circumstances:

- To Collingwood faculty and staff
- To our vendors and other service providers who need access to your personal information to deliver the work they are performing on the School's behalf
- To software companies that host Schools information, including your personal information
- To government entities such as the Ministry of Education and Child Care
- To any other third-party where you have explicitly provided your consent to share your personal information

## How we manage personal information from minors

We collect, use, share and store personal information from minors as they are the prospective, present or former students at the School. However, all personal information collected from minors is provided by a parent or legal guardian or directly from the minor as part of the student relationship. We do not seek to collect personal information from minors that are not associated with the School or for any other purpose not established in this Privacy Notice.

If you are a parent or legal guardian and you believe that your child has provided us with personal information outside of the student relationship, please contact us at the information below.

## How we protect your personal information

Collingwood is committed to protecting the personal information that we collect, use, share and store about you. We maintain safeguards that include technological, administrative and legal measures to ensure that your personal information is secure. Some of these measures include restricted access to systems, locked filing cabinets, information security and monitoring tools, legal agreements with third-parties and internal policies and procedures that guide our employees actions to protect personal information.

## Where we store your personal information

The personal information that we collect from you for the purpose established in this Privacy Notice is stored in servers in the US, Australia, Germany and Canada. We ensure that your information is safeguarded and work with our vendors and partners to ensure that any risks to your privacy are minimized. We take appropriate steps to ensure that transfers of personal information across borders take place in accordance with applicable privacy law, and we only transfer personal information to vendors, partners and other third-party organizations where we are satisfied that adequate levels of protection are in place to protect your information.

## How long we retain your personal information

Collingwood has regulatory, legal, tax and business requirements that establish the period of time that your personal information is retained for. The School will retain your personal information to fulfill our commitments to you and satisfy the aforementioned requirements. After this period, your personal information is securely disposed of.

## Your rights over your personal information

Subject to any exceptions provided by law, you have the right to request access to, update or delete your personal information.

On each particular case, we will inform you of the consequences of your request and if there are any exemptions to honouring your request based on legal or contractual requirements.

In order to fulfill your request, we may require additional information from you. We will respond to requests within the relevant time periods established by BC PIPA. We are committed to finding a fair and reasonable resolution to any request, concern, or complaint you bring to our attention. However, if you are unsatisfied with our response to your request, you have the right to lodge a complaint with the [Office of the Information and Privacy Commissioner for B.C.](#) or the [Office of the Privacy Commissioner of Canada](#).

If you provide us with consent to use your personal information, you may withdraw that consent at any time, however, such withdrawal will not impact the lawfulness of our use of your personal information based on your consent up to that point. In some cases, if you withdraw your consent we may not be able to provide you our services.

To submit any request, question or complaint about your personal information you may contact us at the information below.

## Personal information breach notification

We have put procedures in place to deal with any suspected personal information breach and will notify you and any applicable regulator of a breach where we are legally required to do so.

Should we learn of a security breach that affects your personal information, we will notify you in order to explain how this breach may affect you and to provide you with any advice on how to protect yourself. We will contact you through the email address we have on file or by posting a notice on our website, if required.

## Third party websites

As a convenience to you we provide links to other websites that are relevant to you or the School. This Privacy Notice does not provide any details about the privacy practices of those websites. If you want to learn about their practices you have to review their Privacy Notice.

## How to contact our Privacy Officer

We welcome your feedback or any questions regarding our Privacy Notice or the use of your personal information. We have a Privacy Officer who is responsible for matters relating to privacy. Our Privacy Officer can be reached at:

Privacy Officer  
Collingwood School  
70 Morven Drive  
West Vancouver, BC V7S 1B2  
privacy@collingwood.org  
604 925 3331

## How we update this Privacy Notice

We reserve the right to modify this Privacy Notice at any time in accordance with BC PIPA. If we do so, please look at the “Last Updated” legend at the top of this Notice to see when this Privacy Notice was last revised. Any changes to this Privacy Notice will become effective when we post the revised Privacy Notice on this website.