



Privacy Policy

Introduction

The Apple Tree Preschool is committed to protecting your privacy and procedures are followed to ensure that we honour the privacy of all our members. This policy tells you more about the ways we collect, manage and protect your personal information.

Information Collected and How it is Used

In order to serve you effectively we need to have a certain level of basic personal information on file. When your child is enrolled in a program we obtain all the information that we need directly from you, which will include names, address, phone numbers, emergency contact information, e-mail addresses, photo release consent, medical information and police record checks for all duty parents. Most of this paperwork is necessary to comply with Ministry requirements. You will also be asked to complete a child profile which will be used only by teaching staff to gain an understanding of your child's needs.

The information that you provide us with is used to process your registration. We will also use your contact information as a means of communicating with you, e.g. through our monthly newsletters and as required. Information will also be used to help us manage and administer our programs, including co-ordination of volunteers.

Consent

By providing us with this information we will assume that you consent to our collection, use and disclosure of information for the purposes identified in this privacy policy

Disclosure of Personal Information

We will keep all personal information confidential and we will not use your personal information for reasons other than those for which it has obtained the consent of the individual. We will not disclose personal information to any third party, unless required by law.

Safeguarding Personal Information

The Apple Tree Preschool will take steps to protect personal information against loss or theft as well as unauthorized access, disclosure, copying, use or modification.