



The Apple Tree preschool
905-655-7205

Confidentiality Agreement

Confidentiality

Policy

The Apple Tree Preschool in its capacity as a delivery of teaching services, must observe the requirements of PIPEDA (Personal Information Protection and Electronic Documents Act, 2000) regarding the collection, use and disclosure of information and personal privacy. Information that is contained in files and records are confidential and must not be released to anyone other than persons who are authorized to receive such information.

Municipal Freedom of Information & Protection of Privacy Act

The personal information requested in connection with the admission of children, as well as his/her child care records established with the child care centre, are collected under the legal authority of the City of Toronto Act, 1997, By- Law No. 36-1998, and the Day Nurseries Act, R.S.O. 1990, chap. D.2. for the purpose of administering child care in the City of Toronto. If you have any questions concerning the collection of this information, please contact the supervisor of your child's child care centre.

Procedures

All of The Apple Tree Preschool staff are required to sign a statement of confidentiality upon commencement of their employment.

Statement

Employees may not disclose confidential or privileged information or use confidential information to advance their personal or others' interest.

Employees are responsible for proper storage, safeguarding and disposal of confidential information. This includes both hand copy and electronic devices.

No information regarding clients is to be shared with anyone outside of The Apple Tree Preschool

A request for information from the Children's Aid Society to ensure the protection of children supersedes PIPEDA and/or MFIPPA.

All requests for information must be referred to the appropriate Supervisor or designate.

Employee's Signature

Date

Employee's Name (Print)

Supervisor's Signature

