



## **COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION**

Privacy of your personal information is an important part of our office providing you with quality day care. We understand the importance of protecting your family's personal information. We are committed to collecting, using and disclosing your personal information responsibly. We also try to be as open and transparent as possible about the way we handle your personal information. It is important to us to provide this service to our customers.

In each Wee Watch Agency, the Area Supervisor acts as the Privacy Information Officer.

All staff members who come in contact with your personal information are aware of the sensitive nature of the information that you have disclosed to us. They are all trained in the appropriate uses and protection of your information.

We have outlined what our office is doing to ensure that:

- Only necessary information is collected about your family
- We only share your information with your consent
- Storage, retention and destruction of your personal information complies with existing legislation, and privacy protection protocols
- Our privacy protocols comply with privacy legislation, standards of our regulatory body, and all provincial day care legislation.

Please be assured that every staff person in our office is committed to ensuring that you receive the best quality day care.

## **HOW OUR OFFICE COLLECTS, USES AND DISCLOSES CUSTOMER PERSONAL INFORMATION**

Our agency understands the importance of protecting your personal information. To help you understand how we are doing that, we have outlined here how our office is using and disclosing your information.

This office will collect, use and disclose information about you for the following purposes:

- To deliver safe and efficient child care
- To identify and to ensure continuous high quality service
- To assess your child care needs
- To enable us to contact you
- To establish and maintain communication with you
- To allow us to maintain communication and contact with you to distribute child care information
- To allow us to efficiently follow-up on child care and billing
- To complete and maintain licensing requirements as set out by the provincial government
- To complete and maintain purchase of service requirements as set out by the provincial government
- To collect unpaid accounts
- To assist this office to comply with all regulatory requirements
- To comply generally with the law