



Montessori in Delta Society

## PROTECTION OF PRIVACY POLICY

### Policy Statement

Boundary Bay Montessori School is committed to maintaining the security, confidentiality and privacy of your personal information. BBMS respects your privacy and strives to be an open and accessible organization. This Privacy Policy documents our ongoing commitment to you and has been developed in compliance with relevant privacy legislation.

### Scope

This Policy addresses personal information about individuals only—parents, guardians, students and others. This Policy does not apply to information collected, used or disclosed with respect to corporate or commercial entities. Further, it does not impose any limits on the collection, use or disclosure of the following information by BBMS:

- your business contact information, or
- publicly available information.

However, corporate and commercial information is protected by other BBMS policies and practices and through contractual arrangements.

### 1) Definitions

In this Policy, the following definitions apply:

*"business contact information"* means information to contact an individual at a place of business, including the individual's name, position, business telephone number, business address, business e-mail address and business fax number.

*"collection"* means the act of gathering, acquiring, or obtaining personal information from any source, including third parties, by any means.

*"consent"* means voluntary agreement to the collection, use and disclosure of personal information for specified purposes. Consent may be express or implied. Express consent may be given orally or in writing, if it is unequivocal and does not



require any inference on the part of BBMS. Implied consent exists when BBMS can reasonably infer consent based upon your action or inaction.

"*disclosure*" means making personal information available to a third party.

"*personal information*" means information about an identifiable individual but does not include his or her business contact information. Personal information does not include information concerning corporate or commercial entities. It also does not include information that cannot be associated with a specific individual.

"*privacy officer*" means an individual designated by BBMS who is accountable for compliance with this policy by BBMS and whose name and contact particulars are set forth at the end of this policy.

"*third party*" means an individual or organization other than BBMS and you.

"*use*" means the treatment and handling of personal information by and within BBMS.

"BBMS" means Boundary Bay Montessori School; the private Montessori school which operates classes from preschool to grade 7 inclusive at 3800 72<sup>nd</sup> Street, Delta, BC.

"*you*" means a parent or guardian of a prospective, enrolled or former student at Boundary Bay Montessori School, the student them self and anyone else for whom BBMS collects personal information, except for employees of BBMS for whom BBMS has a separate privacy policy.

## **2) Accountability**

BBMS is responsible for maintaining and protecting personal information under its control. In fulfilling this mandate, BBMS has appointed an individual who is accountable for the school's compliance with the Ten Privacy Principles. This individual is the Privacy Officer of the school.

You may contact the Privacy Officer as follows:

Kate Baldwin

Boundary Bay Montessori School 3800 72 Street, Delta, BC V4K 3N2

Phone: 604-946-9814

Email: [headofschool@bbmschool.ca](mailto:headofschool@bbmschool.ca)



Ultimate accountability for BBMS compliance rests with the MIND Board of Directors who delegates day-to-day accountability to the Privacy Officer. Other individuals within BBMS may be accountable for the day-to-day collection and processing of personal information or may act on behalf of the Privacy Officer.

BBMS will adopt procedures to protect personal information, receive and respond to complaints and inquiries, train staff regarding privacy policies and procedures, and communicate policies and procedures to you.

## **Policy Procedures**

### **1) Purposes**

When collecting information, BBMS will state the purpose of collection and will provide, on request, contact information for the privacy officer who can answer questions about the collection. BBMS may collect your personal information for the following purposes:

- to assess applications for admission to (or continued enrolment in) BBMS by prospective students or students through their parents or guardians;
- to determine the financial status (including through credit reports) of parents or guardians for admission or continued enrolment of students;
- to provide and administer services through Boundary Bay Montessori School;
- to disclose to the BBMS/MIND Parent Advisory Committee for the purpose of coordinating their activities, which are directly or indirectly beneficial to BBMS;
- to disclose to those administering the Parent Participation Program for the purposes of such Program;
- to disclose grades, as required, to the BC Ministry of Education;
- to disclose information requested by third parties (with permission of parents/guardians);
- to protect BBMS, you and others from fraud and error and to safeguard the interests of BBMS and its students, staff and representatives;
- to verify your identity;
- to collect debts owed by you to BBMS;
- to ensure staff and contractors comply with their agreements and legal obligations to BBMS;
- to manage or transfer assets or liabilities of BBMS, for example in the case of an acquisition or merger, the provision of security for a credit facility or the change of a supplier of products;
- to administer relations with the BC Ministry of Education, the Federation of Independent Schools of BC, and other educational organizations with whom



BBMS has relations;

- to directly or indirectly collect photographs of students for the purposes of publications in the newsletters, however photographs collected for use on the website, in promotional videos, and other promotional purposes will require a "Consent to Publish" form from the individual student and/or parent/guardian. (Note that photographs where a person could not be reasonably/specifically identified will not require a consent to publish)
- BBMS may use your personal information to contact you regarding special events, fundraising and other matters in which it is involved, directly or indirectly; and
- to comply with any lawful, legal or regulatory requirement.

The above collections, uses and disclosures are a reasonably necessary part of your relationship with BBMS. When your personal information is to be used for a purpose not previously identified, the new purpose will be disclosed to you prior to such use, and your consent will be sought unless the use is authorized or required by the Personal Information Protection Act (PIPA) or other law.

## 2) Consent

BBMS will obtain your consent to collect, use or disclose personal information except where BBMS is authorized or required by law to do so without consent. For example, BBMS may collect, use or disclose personal information without your knowledge or consent where:

- BBMS is collecting or paying a debt;
- BBMS is obtaining legal advice; or
- BBMS reasonably expects that obtaining consent would compromise an investigation or proceeding.

Your consent may be express or implied, or given through an authorized representative such as a lawyer, agent or broker. If you are under the age of majority, your consent may be obtained from a parent or guardian.

Consent may be provided orally, in writing, electronically, through inaction (such as when you fail to notify BBMS that you do not wish your personal information collected/used/disclosed for optional purposes following reasonable notice to you) or otherwise. For example, oral consent could be expressed over the telephone when information is being collected; electronically when submitting an agreement, application or other information; or in writing when signing an agreement or application. You may withdraw your consent at any time, subject to legal or contractual restrictions, provided



reasonable written notice of withdrawal of consent is given by you to BBMS. Upon receipt of your written notice, BBMS will inform you of the likely consequences of the withdrawal, which may include the inability of BBMS to provide certain products or services for which the delivery of that information is a prerequisite.

### **3) Limits on Collection of Personal Information**

BBMS will not collect personal information indiscriminately and will limit its collection of your personal information to what is reasonably necessary to provide a product or service either directly or indirectly and which is reasonably necessary for the purposes which you consented to. BBMS may also collect information as authorized by law.

### **4) Limits For Using, Disclosing And Retaining Personal Information**

Your personal information will only be used or disclosed for the purposes set out above and as authorized by law. BBMS will keep personal information used to make a decision affecting an individual for at least one year after using it to make the decision.

BBMS will destroy, erase or make anonymous documents or other records containing personal information as soon as it is reasonable to assume that the original purpose is no longer being served by retention of the information and retention is no longer necessary for legal or business purposes.

BBMS will take due care when destroying personal information to prevent unauthorized access to such information.

### **5) Accuracy**

BBMS will make a reasonable effort to ensure that personal information it is using or disclosing is accurate and complete. In most cases, BBMS will rely on you to ensure that certain information, such as your street address, e-mail address or telephone number, is current, complete and accurate.

If you demonstrate the inaccuracy or incompleteness of personal information, BBMS will amend the information as required. If appropriate, BBMS will send the amended information to third parties to whom the information has been disclosed.

When a challenge regarding the accuracy of personal information is not resolved to your satisfaction, BBMS will annotate the personal information under its control with a note that a correction was requested but not made.



## **6) Safeguarding Personal Information**

BBMS protects the personal information in its custody or control by making reasonable security arrangements to prevent unauthorized access, collection, use, disclosure, copying, modification, disposal or similar risks.

BBMS will take reasonable steps, through contractual or other reasonable means, to ensure that a comparable level of personal information protection is implemented by its suppliers and agents who assist in providing products and services to you.

Please note that confidentiality and security are not assured when information is transmitted through e-mail or other wireless communication. BBMS will not be responsible for any loss or damage suffered as a result of a breach of security or confidentiality when you transmit information to BBMS by e-mail or other wireless communication.

## **7) Openness**

BBMS is open about the policies and procedures it uses to protect your personal information. Disclosure of our policies and procedures will be made available in writing and electronically. However, to ensure the integrity of our security procedures and business methods, BBMS will not disclose sensitive information about its policies and procedures.

BBMS will make available a description of the type of personal information held by BBMS, and a general description of its use and disclosure.

## **8) Providing Access**

You have a right to access your personal information held by BBMS. Upon written request and verification of identity, BBMS will provide you with your other personal information under its control, information about the ways in which that information is being used and a description of the individuals and organizations to which such information has been disclosed.

BBMS may charge a reasonable fee for providing personal information in response to an access request and will provide an estimate of any such fee upon receiving a written access to personal information request. BBMS may require a deposit for all or part of the fee. BBMS will make personal information available within 30 days or provide written notice where additional time is required to fulfill the request.



In some situations, BBMS may not be able to provide access to certain personal information. This may be the case where, for example, disclosure would reveal personal information about another individual, the personal information is protected by solicitor/client privilege, the information was collected for the purpose of an investigation or where disclosure of the information would reveal confidential commercial information that, if disclosed, could harm the competitive position of BBMS. BBMS may also be prevented, by law, from providing access to certain personal information.

Where an access request is refused in whole or in part, BBMS will notify you in writing, giving the reason for refusal and outlining further steps which are available to you.

## **9) Complaint Process**

Individuals may question compliance with the Ten Privacy Principles.

Questions, concerns and complaints about privacy, confidentiality and personal information handling policies and practices of the school should be directed to the school's Privacy Officer. The individual with the question, concern and/or complaint should contact the Privacy Office by phone and/or email at the school. The Privacy Officer may ask the individual to put their question, concern and/or complaint in writing.

The Privacy Officer will address such questions, concerns and complaints in a timely manner.

Managing privacy breaches properly is an important step towards alleviating harms – and preventing future breaches of personal information. Where there has been a breach in privacy the Privacy Officer will inform the Board and address the privacy breach. The four actions to be taken by the Privacy Officer shall include:

1. Report: Report to the MIND Board. Under PIPA it is optional, though strongly encouraged, to report to the Office of the Information & Privacy Commissioner for BC.
2. Recover: Make every effort to recover the confidential, or personal information to lessen the impact on the individuals involved.
3. Remediate: Work with investigators, or others involved to determine the specifics of the incident, to resolve it and, if necessary, to notify affected individuals.
4. Prevent: Make any needed changes to the school's processes, understand the Privacy Officer's responsibilities, be diligent in the handling of confidential or personal information, and be an active participant in developing a culture of prudent information management.