

Enhanced Preparatory Centre of Ontario acknowledges that we reside on the traditional territory of many nations including the Mississaugas of the Credit, the Anishnabeg, the Chippewa, the Haudenosaunee and the Wendat peoples and is now home to many diverse First Nations, Inuit, and Métis peoples. We also recognize that Scarborough is covered by Treaty 13 signed with the Mississaugas of the Credit, and the Williams Treaties signed with multiple Mississaugas and Chippewa bands.



Enhanced Preparatory Centre of Ontario (EPCO) is committed to maintaining the accuracy, confidentiality, and security of your personal identifiable information (personal information). As part of this commitment, our privacy policy governs our actions as they relate to the collection, use, and disclosure of personal information. Our privacy policy is in accordance with values set by the Information and Privacy Commission of Ontario.

PRIVACY POLICY – STUDENTS, PARENTS AND ALUMNAE

EPCO values its relationship with its students, their parents, and alumnae and is committed to the protection of their personal information. EPCO applies the privacy principles set out in this privacy policy when collecting, using and disclosing personal information of its students, their parents and alumnae. EPCO also adheres to the Ministry of Education’s “Ontario Student Record (OSR) Guideline, 2000” as regards the OSR. The School may amend this Policy from time to time to account for changes in its activities and/or the law. The date on which this Policy was last amended is provided at the end of the Policy and individuals are invited to contact the School’s Chief Privacy Officer if in doubt about whether they have the most recent version of the Policy.

“Personal Information”, as used in this Policy, means information about an identifiable student, parent of a student, or alumnus of EPCO.

Accountability

Accountability for compliance with this policy rests with EPCO's principal, even though others within the EPCO may have responsibility for the day-to-day collection and processing of personal information and may be delegated to act on behalf of the principal. EPCO is responsible for personal information in its custody and under its control, including personal information that it has transferred to an external service provider for processing. Where EPCO uses external service providers that require access to personal information, for example to maintain its computer system or to assist with clerical or administrative activities, it requires the service providers to treat personal information with a comparable level of protection to that provided by the School.

Purpose

EPCO collects, uses, discloses, and exchanges personal information with the Ontario Ministry of Education to assign, update, and validate the Ontario Education Number (OEN) and the personal information associated with them. The purposes for which we collect personal information will be identified before or at the time we collect the information. In certain circumstances, the purposes for which information is collected may be clear, and consent may be implied, such as where your name, address and payment information. The purposes will be limited to those which are related to EPCO's business and activities including without limiting the following;

- to process applications and open and maintain a student file;
- to maintain a record of a student's course of study, evaluations, academic and other achievements;
- to process or facilitate scholarships, grants and like awards;
- to provide information to other academic institutions, for example colleges and universities;
- to communicate with students and parents about matters related to the student's attendance, evaluation, course of study and School activities and events;
- to maintain contact with and notify all stakeholders of activities, events, services and other matters relating to EPCO;
- in connection with fundraising initiatives;
- for billing and the processing of fees and donations;
- to communicate with designated contacts and to manage emergencies;
- to obtain insurance and file insurance claims;
- to protect students, staff and the public and to detect and deter criminal activity and vandalism (video surveillance);
- to distribute School promotional material;
- to comply with legal requirements and cooperate with law enforcement activities.

Consent

EPCO only collects, uses, or discloses personal information with the knowledge and consent of the individual to whom it relates (or their parent or guardian), except where otherwise permitted or required by law. The way in which EPCO seeks consent varies depending upon the sensitivity of the personal information, the reasonable expectations of the individual to whom it relates (and in the case of students, their

parents) and the purpose for which the personal information is to be used. Consent may be withdrawn, subject to legal restrictions and reasonable notice. However, the withdrawal (or refusal) of consent to use or disclose personal information may restrict or prevent participation in programs or the receipt of certain services. EPCO will provide notice where there will be implications to withdrawing consent.

For example, EPCO seeks and obtains the express consent of any recipient of any scholarship, grant or like award, before publishing any personal information associated with the recipient of such award.

Limiting Collection

EPCO will limit the amount and type of personal information it collects to that which is necessary for the identified purposes listed under *Purpose*.

Limiting Use, Disclosure, and Retention

EPCO will not use or disclose personal information for purposes other than those for which it was collected, except with consent or as permitted or required by law. EPCO retains personal information for as long as required to fulfill the identified purposes or to comply with statutory retention periods.

EPCO may hire service providers to perform services on our behalf. EPCO provides them with a limited amount of information which is necessary in order for them to provide the services required. They are prohibited from using the information for purposes other than to facilitate and carry out the services they have been engaged to provide and are not permitted to disclose this information to others. EPCO will strive to protect personal information disclosed to third parties by contractual agreements requiring that those third parties adhere to confidentiality and security procedures and protections.

EPCO maintains a video monitoring system in the public areas of the school's premises. This system is used mainly for the protection of students, staff and the public, and assists in the detection and deterrence of criminal activity and vandalism. EPCO will not use the information collected from this system for any other purpose, other than personal or public safety concerns.

EPCO may disclose personal information if it believes that the disclosure is necessary to enforce our agreements or policies, or if it believes that the disclosure will help us protect the rights, property, or safety of the school or our students, employees or of another organization, or as otherwise permitted by applicable law. From time to time, EPCO may also be compelled to disclose personal information in response to a law, regulation, court order, subpoena, valid demand, search warrant, government investigation or other legally valid request or Inquiry.

Accuracy

EPCO will use its best efforts to ensure that personal information is as accurate and complete as is necessary for the purposes for which the information is to be used and asks students, parents and alumnae to update personal information they have provided to the school as it changes.

Safeguards

EPCO employs physical measures (such as locks on offices and other areas of the facilities), organizational measures (such as policies permitting access to personal information on a “need- to-know” basis only), and technological measures (such as the use of passwords for access to the school’s computer system) to protect personal information against loss and theft, unauthorized access, disclosure, use and modification. EPCO requires compliance by its employees with this policy, enforces that requirement and exercises care in the disposal of personal information to prevent unauthorized access.

Openness

Through this policy, EPCO makes available a general account of its personal information management practices, including the purposes for which it uses and discloses personal information, instructions on how to gain access to and correct personal information and how to obtain additional information about EPCO’s privacy practices and/or its use and disclosure of particular personal information.

Access, Correction, Inquiries

EPCO will correct or complete personal information, on the written request of an individual, where it is satisfied the information is inaccurate or incomplete. Individuals are invited to direct any requests for access or correction and any questions they may have about this policy, EPCO’s privacy practices or EPCO’s management of their personal information to the principal, whose contact information is provided below. EPCO will respond to written requests for correction or access as promptly as possible. EPCO may ask for additional information it needs to process a request and/ or to verify identity and ensure that it does not disclose personal information to someone who is not authorized to receive it or otherwise in violation of this policy.

Compliance, Contact: Director, Principal

As previously mentioned, any student, parent of a student or alumnus are invited to bring any concerns or questions concerning EPCO’s compliance with this policy or personal information management to the principal, who can be reached at:

Phone number: 416-991-9974

Email: Phyllis.Adarquah@enhanced-prep.com