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Title:	Personal Information Privacy Policy for Parents and Students				
Description:	This document is the IIT Academy's privacy policy.				



PERSONAL INFORMATION PRIVACY POLICY FOR PARENTS AND STUDENTS

Safeguarding personal information of parents and students is a fundamental concern of the Islamic Institute of Toronto Academy (“IIT Academy” or “the school”). The school is committed to meeting or exceeding the privacy standards under applicable legislation.

This Privacy Policy describes the policies and practices of the IIT Academy regarding the collection, use and disclosure of personal information about students and parents, including the steps the school has taken to ensure personal and financial information is handled appropriately and securely.

The IIT Academy may add, modify or remove portions of this Personal Information Privacy Policy when it is considered appropriate to do so, and any such changes will be effective upon giving notice of the revised policy. You may ask for the most recent update of this Personal Information Privacy Policy at the school office. This Personal Information Privacy Policy may be supplemented or modified by agreements entered into between IIT Academy and an individual from time to time.

TEN PRIVACY PRINCIPLES

As part of IIT Academy’s commitment, the Ten Privacy Principles that are established under PIPEDA govern the actions of the school as they relate to the use of personal information. This Privacy Policy describes the Ten Privacy Principles and provides further details regarding our compliance with the principles.

DEFINITIONS

In this Privacy Policy, the following terms have the meanings set out below:

“Personal information” - any information about an identifiable individual, as further defined under PIPEDA or other applicable laws. Personal information excludes the name, position name or title, business telephone number, business address, business email, and fax number of an individual, as well as any publicly available information as designated under applicable laws, such as information available from a public telephone directory or from a public registry.

“Parent” - the parent, guardian, or other legal representative of a student.

“Student” - a prospective, current, or past student of the IIT Academy.

“Collect” - to gather, receive, or record personal information from any source or by any method;

“Use” - the management of personal information by the IIT Academy for any purpose;

“Disclose” - to make personal information available to, or known to, someone outside of the IIT Academy;

“Record” - includes books, documents, maps, letters, papers, photographs, and any other thing on which information is recorded or stored by graphic, electronic, mechanical, or other means.

Principle 1 – Accountability

The IIT Academy is responsible for maintaining and protecting the personal information under its control. In fulfilling this mandate, the school designates the principal to be the Privacy Officer. You may contact our Privacy Officer as follows:

IIT Academy
Attention: Privacy Officer
Address: 1630 Neilson Road, Toronto, ON, M1X 1S3
Phone: 416-335-9173
Fax: 416-335-9173
Email: privacyofficer@iitacademy.ca

Principle 2 – Identifying Purposes

The IIT Academy will, before or at the time personal information is collected, identify the purposes for which the information is collected, used and disclosed.

WHAT INFORMATION IS COLLECTED?

The IIT Academy collects and uses personal information to provide students with the best possible educational services enunciated by the Mission statement of the school. Most of the information that the School collects comes directly from parents or students, or is information regarding a student's school activities, performance, or behaviour, such as attendance records or grades. This also includes information on academic, health, and personal matters needed by the school to provide its students with education and co-curricular programs.

Examples of personal information that the IIT Academy collects and keeps with respect to its students include, but are not limited to:

- a) Name, age, gender, home address and telephone number, emergency contact, photographs (for identification and security purposes);
- b) Health and medical information, such as physician contact information, severe allergies or other known medical conditions, and vaccination history;
- c) Information required for the administration of payment and collection of school fees and billing;
- d) Information required for security purposes;
- e) Any information required or authorized by law.

In some circumstances, parents may wish to provide the IIT Academy with other personal information, such as a personal email address, or next of kin. Please note that the Emergency Contact should speak English, so he/she can communicate with the teacher/school if a situation occurs.

IIT Academy also collects information in connection with the use of its computer systems. Personal information may also be collected and used and disclosed in the course of the operation of building security systems, including video and other surveillance systems.

Principle 3 – Consent

By applying for admission to the IIT Academy, students and parents consent to the collection, use, and disclosure of their personal information in accordance with this Privacy Policy. The IIT Academy will seek specific consent of students or parents for use or disclosure of personal information in certain circumstances, including:

- Providing para-educational and administrative services operated by, or on behalf of, the school with contact information, including phoning committees, participation groups, parent meetings, annual general meetings, etc.
- Providing other educational institutions with personal information about students. For example, if a student applies to another school, student records are requested by the enrolling institution.
- To provide health, psychological, or legal information to third party professionals in connection with specialized services in those areas, or as adjunct information in delivering educational services.
- For purposes of student or parent photographs

Principle 4 – Limiting Collection

IIT Academy will limit the personal information collected to that information necessary for the purposes identified by the school.

Principle 5 – Use, Disclosure and Retention

The IIT Academy will only use, disclose and retain personal information for the purpose for which it was collected unless the individual has otherwise consented, or when its use, disclosure or retention is required.

HOW IS INFORMATION USED?

IIT Academy uses personal information as follows:

- to communicate with parents and students, process applications and ultimately to provide students with the educational services and co-curricular programs.
- to enable the school to operate its administrative function, including payment of school fees and maintenance of non-educational school programs including parent and volunteer participation and fundraising.
- health, psychological, or legal information to provide certain specialized services in those areas or as required to deliver educational services

The IIT Academy may use anonymous information, such as information collected through surveys or statistical information regarding students, to constantly improve our school.

WHEN MAY INFORMATION BE DISCLOSED?

The IIT Academy may disclose an individual's personal information to others in connection with the purpose for which it was collected, as consented to by the individual, or as required by law. The following are some examples of how the IIT Academy may disclose personal information.

WHEN AUTHORIZED BY YOU

Other educational institutions routinely contact the school for personal information about students. For example, if a student moves to another school, student records are requested by the enrolling institution. Your permission to pass on these records is usually obtained when the student is registered, and you authorize the school to disclose such information to other appropriate educational institutions for the ongoing education of the student. In addition, the school will exchange personal information with the Ontario Ministry of Education in order to assign, update and validate the Ontario Education Number and the personal information associated with them.

Contact information may be used to enable the school to provide the para-educational and administrative services usually operated by the school. These services include phoning committees, participation groups, parent meetings, fundraising, events, annual general meetings, etc.

WHEN REQUIRED BY LAW

The type of information the school is legally required to disclose most often relates to family court issues, legal proceedings, court orders and government tax reporting requirements. Only the information specifically requested is disclosed.

WHEN PERMITTED BY LAW

The school does not sell, lease or trade information about you to other parties.

OUTSIDE SERVICE SUPPLIERS

The IIT Academy sometimes contacts outside organizations to perform specialized services such as student photographs, student assessments, market research or data processing in connection with the school's delivery of services. Suppliers of specialized services are given only the information necessary to perform those services.

RESTRICTING SHARING INFORMATION

If you choose to limit the sharing of your personal information, please contact the school office and submit a written letter specifying which items of personal information you wish to limit, and to whom you wish these items to be restricted. Please remember that certain agencies, by law, have access to certain types of personal information.

HOW LONG IS PERSONAL INFORMATION RETAINED?

Personal information will only be retained for the period of time required to fulfill the purpose for which it was collected. Once the personal information is no longer required to be retained to fulfill the purposes for which it was collected and is no longer required or permitted to be retained.

Principle 6 – Accuracy

The IIT Academy will take appropriate steps to ensure that personal information collected is as accurate and complete as is reasonably required in connection with the purposes for which it was collected, used or disclosed.

HOW MAY I UPDATE OUTDATED OR INCORRECT INFORMATION?

An individual may, upon written request to the school Secretary request that the IIT Academy correct an error or omission in any personal information that is under IIT Academy's control and IIT Academy will, as appropriate, amend the information as requested.

Principle 7 – Safeguarding Personal Information

The IIT Academy will protect personal information by security safeguards that are appropriate to the sensitivity level of the information.

THE SCHOOL'S EMPLOYEES

In the course of daily operations, access to personal information is restricted to authorized employees who have a legitimate reason for accessing it. For example, teachers will have access to personal information about students but not your account with the school.

Employees are appropriately educated about the importance of privacy and they are required to follow the school's policies and procedures regarding handling of personal information.

STUDENT FILES

Student files are stored in secured filing cabinets. Access is restricted to only those employees (teachers, teacher-aides, secretaries, etc.) who, by nature of their work, are required to see them.

ELECTRONIC SECURITY

The school manages electronic files appropriately with passwords and security measures that limit access by unauthorized personnel. The school's security practices are reviewed periodically to ensure that the privacy of personal information is not compromised.

Principle 8 – Openness

The IIT Academy will make information available to individuals concerning the policies and practices that apply to the management of personal information. Individuals may direct any questions or enquiries with respect to the school's privacy policies or practices to the Privacy Officer.

Principle 9 – Individual Access

IIT Academy will inform an individual, upon the individual's request, of the existence, use and disclosure of the individual's personal information, and shall give the individual access to it in accordance with the law.

HOW MAY I ACCESS MY PERSONAL INFORMATION?

Individuals may access and verify any personal information with appropriate notice so that the office is able to supply the information required, and which can be reasonably produced.

PARENT ACCESS TO STUDENT PERSONAL INFORMATION

A parent may access and verify school records of the student, with appropriate notice during normal school hours. In situations of family breakdown, the school will grant access to records of students in accordance with the law.

Principle 10 – Complaint Process

Individuals may question compliance with the above principles by contacting the Privacy Officer.

QUESTIONS, CONCERNS AND COMPLAINTS

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. If necessary, individuals will be referred to use the school's complaint procedure and appeals policies.