

Personal Information / Privacy Consent Form

The Silver Springs Pre-School (SSPS) strives to understand your child's needs and to provide the best learning experience we can in a safe and secure environment. To achieve these goals, we request that you provide certain personal information regarding you and your child. SSPS is committed to maintaining the accuracy, confidentiality and security of such personal information in its custody or under its control. SSPS has developed Privacy Policies which govern how SSPS collects, uses and discloses personal information under the Alberta *Personal Information and Protection of Privacy Act*. These Policies are available through our website at www.silverspringpreschool.com.

By providing personal information to the SSPS you are consenting to the collection, use and disclosure of that personal information for the purposes of establishing, managing and terminating your relationship with the SSPS, including enrolling your child(ren) in the programs. Specifically, we collect your personal information for the following reasons:

- to establish, maintain and manage our relationship with you and your child;
- to properly respond to medical and other emergencies;
- to issue receipts;
- to be able to comply with your requests (for example, if you prefer to be contacted at a business or residential telephone number and advise us of your preference, we will use this information to contact you at that number);
- to protect us against error, fraud, theft and damage to our goods and property;
- to be able to review our operations from time to time so that we may understand your requirements and expectations of SSPS and so that we may work to meet or exceed those requirements and expectations; to enable us to comply with applicable law or regulatory requirements.

Photographs: In addition to the above, SSPS may also take photographs of your child during preschool activities throughout the year for the purposes of compiling a scrapbook, which your child may keep at the end of the program year. SSPS does not keep copies of the scrapbooks or the unused photos.

I consent to the taking of photographs of my child by SSPS during preschool activities throughout the year for the purposes of compiling a scrapbook for my child to keep.

Any questions regarding the above should be directed to our Privacy Officer at sspsprivacyofficer@shaw.ca.

I consent to the collection, use and disclosure of personal information and that of my child for the purposes set out above.

Parent Name: _____

Parent Signature: _____

Date: _____