

Privacy Policy

Peterborough Child & Family Centres



Policy 1.6 Privacy of Information

Date Approved January 1, 2011

Date Revised:

Policy:

Peterborough Child & Family Centres is committed to protecting the privacy of the personal information of its staff, clients, volunteers and donors maintaining the confidentiality of their personal information. Personal information may be provided to us through participant intake forms, volunteer registration form, clinical databases collected by midwifery practices, donations, correspondence or other forms of communication.

Peterborough Child & Family Centres will not use, share or disclose personal information not needed for one of the identified purposes, without obtaining consent from the participant/client, volunteer or donor, respecting the confidentiality of such information.

(Express written or oral consent as obtained through an application process or consent as provided by an authorized representative such as a legal guardian or power of attorney).

Purpose:

Under the Federal Privacy Act (FIPPA), represented in Ontario as PIPEDA " Personal Information, Protection and Electronic Documents Act" and PHIPA, "Personal Health Information Act", the Peterborough Child & Family Centres is required to have a Privacy Policy to describe our use and protection of personal information.

Such information may be recorded for the purpose of registering and determining suitability of volunteers, registering participants for services, administering a health service, processing and receipting a donation, responding to information requests, complying with Policies and Procedures of the agency.

The Model Code for the Protection of Personal Information forms the backbone of the PIPEDA and PHIPA. The code was developed by the Canadian Standards Association and contains 10 principles to be respected. (Appendix)

Procedure:

1. All participant/client intake forms, volunteer application forms and pledge/donation forms shall include a reference to our policy:
2. "Peterborough Child & Family Centres is committed to protecting the privacy and confidentiality of your personal information. The information you provide us may be used to assist in determining eligibility for service, suitability for volunteer position, proper administration and acknowledgement of your donation, to issue tax receipts and to fulfill your information requests"

3. All personal health information collected by midwifery practices are subject to the privacy policy of the relevant midwifery practice, and consents will be obtained thereby.
4. This policy will be posted to our website and made available to all staff, participants and volunteers.
5. Peterborough Child & Family Centres strives to ensure that the personal information on file is as accurate and up-to-date as necessary for Identified Purposes for which it is to be used.
6. Personal information is retained only as long as necessary to effectively provide services to participants or volunteer opportunities to volunteers, and for a reasonable length of time, in order to meet any potential obligations or legal or government requirements. In the case of donors, personal information is retained only as long as it is needed to process and receipt a donation, recognize a contribution and respond to information requests as required by law.

PRIVACY OFFICER

Peterborough Child & Family Centres Privacy Officer shall be the Chief Executive Officer. The Privacy Officer is responsible for ensuring that the Privacy Legislation is complied with through the ongoing review of our information systems and procedures. Peterborough Child & Family Centres will not provide or share any Personal Information with third parties unless:

1. We have consent or are authorized in writing by the client, volunteer or donor to do so;
2. The information is necessary to process a donation or;
3. Is required by law.

Peterborough Child & Family Centres shall use care when storing or destroying personal information in order to prevent unauthorized access.

PETERBOROUGH CHILD & FAMILY CENTRES WEB SITE

If information practices change at some time in the future, policy changes will be posted to the web site to notify of these changes and provide the ability to opt out of these new uses. The privacy practices for the various activities are regularly reviewed, and the policy updated. Interested parties should check this website on an on-going basis for information on our most up-to-date practices. www.PtboCFC.ca

DISCLAIMER / LINKS

The text of the Peterborough Child & Family Centres disclaimer is as follows:

"External web site links (and organizations) listed in this and other sections of our web site are operated or created by or for organizations external to Peterborough Child & Family Centres. Those organizations are solely responsible for the operation and information found on their respective web sites. The linking to or from our site does not imply any endorsement or guarantee of any of the organizations or information found on their respective Web sites. In visiting any of these linked sites (or contacting these organizations), you agree and acknowledge that Peterborough Child & Family Centres does not have any responsibility and /

or liability whatsoever in the content of the linked websites, or for any damages which you might incur in connection with the use of these sites or contact with these organizations. Peterborough Child & Family Centres does not assume any liability for the linking of these web sites (and organizations), the operation or content of any of the linked web sites, nor for any of the information, interpretation, comments or opinions expressed on them. Any comments or inquiries regarding content of the linked web sites are to be directed to the particular organization operating the site. We strive to ensure our links and resource information is as up-to-date as possible. Please email us if any links fail to operate properly or contact information is incorrect.

If you have any questions about the privacy policy please feel free to contact:
Privacy Officer, Peterborough Child & Family Centres, 201 Antrim Street, Peterborough, ON K9H 3G5. administrator@PtboCFC.ca

SUMMARY OF THE 10 PRINCIPLES OF PETERBOROUGH CHILD & FAMILY CENTRES CODE FOR THE PROTECTION OF PERSONAL INFORMATION November 2006

1. **ACCOUNTABILITY:** We have designated a Privacy Officer who is accountable for our compliance with the principles of the Code.
2. **IDENTIFYING PURPOSES:** Before or at the time we ask for your personal information, we will identify the purpose for which it will be used or disclosed.
3. **CONSENT:** We require your knowledge and consent for the collection, use, or disclosure of personal information.
4. **LIMITING COLLECTION:** The collection of personal information is limited to only the purposes we've identified to you.
5. **LIMITING USE, DISCLOSURE, AND RETENTION:** We will only use or disclose your personal information with your consent (or as required by law). And we will retain your information as long as necessary to fulfill identified purposes.
6. **ACCURACY:** We will keep your information accurate, complete, and up-to-date.
7. **SAFEGUARDS:** We will protect your personal information with appropriate security safeguards.
8. **OPENNESS:** We will make specific, understandable information readily available to you about our personal information policy and practices.
9. **INDIVIDUAL ACCESS:** When you request it, we will give you access to the existence, use, and disclosure of your information. You are entitled to question its accuracy and completeness, and its uses.
10. **CHALLENGING COMPLIANCE:** You are entitled to question the Privacy Officer about our compliance with any of these principles.

Policy 1.7 **Program Child Care**
Date Approved **January 1, 2011**
Date Revised:

Policy:

The Peterborough Child & Family Centres is committed to maintaining high quality child care in its programs and activities. When child care is provided during PCFC programs and activities, the organization will follow a series of procedures and guidelines in order to support and promote quality child care.

Purpose:

To support the participation of parents and caregivers in PCFC programs and activities by providing access to child care, and to promote the importance of quality care for children.

Procedure:

1. PCFC staff will observe the following guidelines when arranging child care for programs and activities:
 - Attempt to hire consistent child care staff for the duration of the program or activity.
 - Ensure that one Early Childhood Educator or current PCFC staff be responsible for the overall supervision of the childcare supports during the duration of the program or activity.
 - Ensure that all childcare staff have a Criminal Reference Check on file.
 - Ensure that childcare ratios are in accordance with the Day Nurseries Act, Informal Care: up to five children per care provider.
2. The Coordinator/Manager of the program or activity within which childcare will occur will ensure that:
 - Parents using child care supports complete the PCFC Child Care Form
 - Child Care staff are oriented to the program space including exits, change areas, washrooms.
 - Child Care staff are aware of the site's Fire Plan and Emergency Evacuation procedures.
 - Child Care that requires space in addition to the program's normal space is reserved in the Bookings Binder.
 - Child Care staff only release children in their care to the parent/guardian who brought them.
 - Child Care staff use Child Care Sign-in Sheet

If other programs are occurring simultaneously, those program coordinators are consulted prior to the child care being arranged. The Peterborough Child & Family Centres is committed to maintaining high quality child care in its programs and activities. When child care is provided during PCFC programs and activities, the organization will follow a series of procedures and guidelines in order to support and promote quality child care.

Documents: (Ctrl + Click to open) <P:\Administration\Policies and Procedures\Operational\OPERATIONAL POLICIES & PROCEDURES\Forms\1.7 Childcare Sign-in Sheet.docx>