

Dear Parents,

### **The Personal Information Protection and Electronic Documents Act (PIPEDA)**

In 2004, the Personal Information Protection and Electronic Documents Act (PIPEDA) covering the collection, use or disclosure of personal information in the course of any commercial activity, took effect. This also includes provincially regulated organizations.

Our responsibilities under this Act are fairly extensive, but in general, we are mandated to inform you of the purpose of all personal information we collect from you.

During registration and subsequently, we have collected information from you in order to:

- best meet your child's needs
- give your child the best education possible
- meet legal, contractual and regulatory responsibilities

We do not sell your information to third parties. Our procedures and systems are designed to protect your information from error, loss, or unauthorized access. Those people who have access to your personal information must enter into privacy (confidentiality) agreements with us.

If you have a question or concern regarding the collection and protection of your personal information, please do not hesitate to speak with a school representative. If you have a specific concern, please express it in writing otherwise please sign the School Policy Sign-off "Authorization to Share Information" in the Application for Admission and return to us as soon as possible.

### **Anaphylaxis Policy**

Also, we have included Clanmore's Policy on Anaphylaxis. Please read it carefully and sign the "Anaphylaxis Policy" in the Application for Admission and return to us. As always, we are working our best to ensure each and every child is kept safe in our school.

Yours sincerely,

**Clanmore Montessori School**

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