



## Top of the Ridge Day Care Inc.

536 Prospect Point Road North, Ridgeway, Ontario, L0S 1N0

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### **Personal Information Protections and Electronic Documents Act (PIPEDA)**

#### **PRIVACY POLICY**

Dear Parents:

On January 1<sup>st</sup>, 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 will take effect. This includes provincially regulated organizations as well.

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 care 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 to myself at 905-894-5654.

Brittany Meloche,  
Supervisor