

# Personal Information Privacy Policy for Parents and Students

## The School's Commitment to You

Safeguarding your confidentiality and protecting your personal information is a fundamental concern of Cloverdale Catholic School. The school is committed to meeting or exceeding the privacy standards established by the BC Personal Information Act. (PIPA)

This personal information privacy policy is intended to explain to you the current legislation which is designed to protect your privacy, to regulate the use and collection of information, and to state the steps the school has taken to ensure your personal and financial information is handled appropriately and securely.

## Cloverdale Catholic School's Privacy Policy

Cloverdale Catholic School gathers 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 the school collects comes to the school directly from parents, and only with their consent. When parents apply to register their child(ren), the school will ask them to provide the information that enables it to complete the registration process. This also includes information on academic, health, and personal matters needed by the school to provide the best possible education and co-curricular programs.

Cloverdale Catholic School uses personal information to communicate with parents, process applications and ultimately to provide parents and their child(ren) with the educational services and co-curricular programs they expect.

Cloverdale Catholic School uses personal information 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.

Cloverdale Catholic School may use health, psychological, or legal information to provide certain specialized services in those areas or as adjunct information in delivering educational services. If for any reason personal information is required to fulfill a different purpose, the school will notify you and ask you for your consent before the school proceeds.

The school's Information Sharing and Privacy Officer is Mrs. Marnie Jangula.

