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LHCS Statement of Purpose

We believe it is our responsibility as Christians to raise children in the light of God's Word. The education of children must be Christ-centered, equipping them to become responsive disciples of Christ who seek the will of the Lord in all aspects of life.

LHCS Mission Statement

Kitchener-Waterloo Christian School Society advances dynamic, excellent Christ-centered education through unconstrained facilities, exceptional programs, and extensive resources that cultivate responsive disciples of Christ.

LHCS Vision Statement

As a diverse community, Kitchener Waterloo Christian School Society intentionally engages God's world, locally and globally, through distinctive educational programming, strategic partnerships and sustainable growth.

Effective Date:	February, 2006	Review Date:	Annually
Revision Date(s):	June, 2008	Committee:	Board of Directors

Policy 102 – Personal Information Privacy Policy

Definition

“Personal information” is defined very broadly in the Personal Information Protection and Electronic Documents Act (PIPEDA) as, “any information about an identifiable individual except the name, title, business address and business phone number of an employee.”

“Personal information” therefore, includes an individual's home address, gender, age, ethnic origin, race, ID numbers, financial and credit information, personal health information, consumer preference information, religious affiliations, donation history, travel history, personal habits, personal interests, and personal history. (From Fasken-Martineau Client Notice - April 2003.)

Policy Statement

Kitchener-Waterloo Christian School Society and Laurentian Hills Christian School respects the right to privacy and are committed to upholding the confidentiality and security of personal information. Procedures have been developed to ensure this commitment is carried out in a responsible manner.

Kitchener-Waterloo Christian School Society and Laurentian Hills Christian School collect, retain, and disclose certain personal information in order to effectively administer and manage the operation of the school, and to build a community and financing to provide for the best Christian education possible.

Responsibility

A Privacy Officer is designated to be responsible for implementing the Privacy Policy. In the absence of a designate, the Chief Operating Officer will be the Privacy Officer.

Principles:

To protect your privacy we are committed to honoring the following principles:

Identifying Purposes

The purposes for which personal information is collected will be identified before or at the time of the collection of the information.

Consent

Based on the reasons provided for collecting the personal information, each individual's consent will be obtained for the collection, use and disclosure of that information.

Limiting Collection

The collection of personal information will be limited to that which is necessary for the purposes identified.

Limiting use, disclosure and retention

Personal information will only be used and disclosed for the purposes for which it was collected and for which consent has been obtained. Personal information will only be retained for as long as is necessary for the fulfillment of these purposes.

Accuracy

Personal information shall be kept as accurate, complete, and up-to-date as is necessary to fulfill the purposes for which it is to be used. It is the responsibility of the owner to provide and ensure the accuracy of their personal information held by KWCSS and LHCS.

Safeguards

Personal information will be protected by appropriate safeguards to prevent unauthorized access or uses.

Open policy

Kitchener-Waterloo Christian School Society and Laurentian Hills Christian School will readily make available its policies and procedures regarding the protection of personal information.

Individual access

An individual has the right to access their personal information kept on file, and may challenge the accuracy and completeness of the information. Incorrect or incomplete information will be promptly corrected or deleted.

Questions and concerns

Please contact the Privacy Office, Chief Operating Officer, or the Board Chair if you wish to discuss our policy and procedures relating to the protection of personal information.

Procedures:

Safeguards

Personal information is kept locked in a secure place and password protected if in an electronic format. Confidentiality forms are required to be signed by the Office Administrator, KWCSS Treasurer, LHCS Bookkeeper and the Tuition Assistance Committee members.

Limiting use, disclosure and retention

Owner:	Nature of Personal Information:	Accountability for Disclosure:	Retention:
Student	Name Home Address	Chief Operating Officer	Until graduation or leaving the school

	Home Phone Academic achievement Medical history		Transferred to next school Transferred to Alumni list
Parent/Guardian	Children Home Address Home Phone	Chief Operating Officer	Until graduation or leaving the school
Family	Name Children Home Address Home Phone Financial Status	Tuition Assistance committee chair Treasurer	Until graduation or leaving the school Transferred to Alumni list
Staff	Name Home Address Home Phone Performance record Medical history?	Chief Operating Officer	Two years after termination of contract Transferred to Alumni list
Membership	Name Home Address Home Phone Membership Status Religion	Membership committee chair	Until decline membership Transferred to Alumni list
Alumni	Name Home Address Home Phone	Development Director	Until request to be removed from Alumni list
Supporter/Donor	Name Home Address Home Phone Giving history	Development Director	Until request to be removed from Supporter/Donor list