



York University Co-operative Daycare Centre

Respecting Your Right to Privacy

York University Co-operative Daycare Centre (YUCDC) understands the importance of protecting your personal information. Our Centre collects, uses and discloses personal information of purposes limited to those, which are related to the provision of childcare services. Such purposes include the following:

- To meet legislative, regulatory and licensing requirements.
- To process, track and maintain child enrolment and re-enrolments.
- To record, process and collect outstanding enrolment fees.
- To assess and implement Centre policies, practices, and programs.
- To maintain up-to-date records.
- To communicate with parents/guardians.
- To meet and respond to daily care needs.
- To respond to emergencies, including communication with emergency contacts, hospitals and/or medical practitioners.
- To provide the Centre’s personnel and third-party service providers with necessary medical information.
- To provide financial institutions with the necessary information to process payments.

YUCDC will protect and dispose of your personal information by using security safeguards appropriate to the sensitivity of the information. Your personal information will be kept until the stated purpose is completed and for the period required under the law.

We will use our best efforts to ensure you that personal information that is used on an ongoing basis is accurate, complete, and up to date.

By submitting personal information to YUCDC, you agree that we may collect, use, and disclose such personal information in accordance with our Privacy Code and/or as required by law. You may refuse or withdraw your consent to our use of your personal information for certain purposes at anytime. However, if you refuse to consent or withdraw consent previously given, we may be limited or unable to provide some of or all our services to your family.

I have reviewed the above information that explains how YUCDC will use my personal information, and the steps the Centre is taking to protect **My Rights to Privacy**. I hereby consent to the collection, use and disclosure of my parental and my child/ren’s personal information by YUCDC for the purposes of providing childcare services for my child/ren. I understand that YUCDC protects the privacy of all personal information in its possession in its possession in compliance with prevailing privacy legislation.

_____	_____	_____
Name of Parent/Guardian (Print)	Signature of Parent/Guardian	Date
_____	_____	_____
Name of Parent/Guardian (Print)	Signature of Parent/Guardian	Date