



## **PRIVACY PRACTICE STATEMENT**

Discovery Early Learning & Care is a non-profit, licensed, early learning and care program funded by the Ministry of Education, Early Years Division, and the City of Greater Sudbury. We provide quality early learning and care programs to meet the needs of children and families working and learning schedules. We value our professional teams of educators and support staff and acknowledge their vital role in providing services to our programs.

### **Collection of Personal and Health Information**

With your consent, Discovery Early Learning & Care collects your personal health information in order to provide the appropriate services and treatment to children, families and staff. Personal health information is collected and included in a child's Registration Package or Employee Personnel File.

### **Use of Personal Health Information**

Discovery Early Learning & Care uses your personal health information in the following ways:

- To provide appropriate services and supports
- To coordinate services with other community agencies

### **Disclosure of Personal Health Information**

With your consent and when needed, Discovery Early Learning & Care disclosed personal health information to the appropriate community agencies or professionals engaged in conversations with regards to supporting children, families or staff.

### **Storage and Security of Personal Health Information Records**

Discovery Early Learning & Care is committed to maintaining the confidentiality and security of both written and electronic personal health information and has a number of practices in place to protect the privacy of your personal health information. All paper records containing personal information, including health information are maintained in secure and locked files. Secure and permanent disposal occurs once records are no longer required under the Child Care and Early Years Act legislation.

### **Right to Access Personal Health Information**



# DISCOVERY

Early Learning & Care

Individuals who wish to access or correct their personal health information, or who have questions about how it is collected, used, disclosed and kept secured are encouraged to contact the Executive Administrator at the Discovery Early Learning & Care main site office at [admin@discoverycare.ca](mailto:admin@discoverycare.ca)

## Complaints

Discovery Early Learning & Care is committed to resolving all privacy related concerns or complaints and encourage individuals to first contact their Program Supervisor and engagement will begin using the Discovery Early Learning & Care's policies including:

- Valuing Communication With Each Other: Conflict Resolution Policy
- Discovery Early Learning & Care Program Statement

Complaints can also be directed to the Ontario's Information Privacy Commissioner at:

2 Bloor Street East

Suite 1400

Toronto, ON M4W 1A8

Phone: 1.800.387.0073

Fax: 416.325.9195