

Regina Huda School Inc.

Privacy and the Collection of Personal Information

Privacy Act

Individuals are protected by the *Personal Information Protection and Electronic Documents Act (PIPEDA)* that sets out ground rules for how private sector organizations may collect, use or disclose personal information in the course of commercial activities. The law gives individuals the right to access and request correction of the personal information these organizations may have collected about them.

Our Commitment

We are accountable for your personal information and we are committed to maintaining its privacy and security. Our employees are aware of the importance of personal information and are fully responsible to protect your personal information within his/her respective area.

Regina Huda School Inc. "Privacy Policy"

The purpose of this Privacy Policy is to inform individuals about the types of personal information that Regina Huda School Inc. ("we" and "us") receives holds and processes for enrolment, payroll, insurance and other human resource purposes, on behalf of our students, family, staff persons and employees. We are proud to demonstrate our commitment to protecting the personal information we receive from our employees by complying with applicable privacy laws in Canada, including the *Personal Information Protection and Electronic Documents Act*. In order to fulfil this commitment, we have policies and practices intended to appropriately safeguard our facilities, information systems and data. This Privacy Statement is current as of the "last revised" date that appears at the bottom of this page.

Information Regina Huda School Inc. Requires

The collection of personal information shall be limited to that which is necessary for the purpose identified by Regina Huda School Inc., and shall be done in a fair and lawful manner. Regina Huda School Inc. requires the student, family, staff person or employee's full name, date of birth, social insurance number, permanent and/or temporary address, phone number, date of hire, resume, employment references and banking information, including income tax information. Regina Huda School Inc. may also require the collection of spousal information for insurance and benefits administration. In the normal course of business, your information may be viewed by computer and accounting personnel.

Accuracy

To ensure the accuracy of the personal information, Regina Huda School Inc. encourages staff to maintain records that are accurate and up-to-date. Students, family, staff personnel and employees should notify staff immediately if there is a change in their personal information.

How Regina Huda School Inc. Shall Use and Not Use Personal Information

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law, and shall be retained only as long as necessary for fulfilment of those purposes.

Consent

As a student, family member, staff personnel or employee, personal information collected will only be used to comply with our responsibility as an educator or employer and your consent is implied. Students, family members, staff personnel or employees will be notified if their personal information is to be used for purposes other than those originally indicated. If you wish to withdraw your consent to use your personal information, please notify us in writing

Accessing Your Personal Information

Upon your written request, Regina Huda School Inc. will release your personal information retained by the school along with information about use and disclosure of the personal information, to you. A student, family member, staff personnel or employee can challenge the accuracy and completeness of the information and have it amended as appropriate.

How Employee Personal Information is Protected

Regina Huda School Inc. will protect personal information with security safeguards appropriate to the sensitivity of the information. All personal information will be kept in a locked facility. An individual shall be designated to be accountable for employees' personal information and Regina Huda School Inc. compliance with this Privacy Policy:

A. ABOGUDDAH
Privacy Officer Designee's Name

May 15, 08 Tel #: 306-7612863
Date Appointed


Signature

May 20, 08
Date

Last Revised: May, 14, 2008