

Foundation for Montessori Education (FME) Policy Concerning Personal Information

This Policy Statement has been prepared to affirm our commitment to maintaining the privacy of our students, alumni, donors and others and to inform you of our practices concerning the collection, use and disclosure of Personal Information provided to FME.

Our obligations apply to all officers, employees, contractors and agents who provide services to or on behalf of FME in connection with our delivery of services, information and products to you.

In the event of questions about: (i) access to your Personal Information; (ii) our collection, use, management or disclosure of Personal Information; or (iii) this Policy; please contact Lynn Woodward, Course Assistant, Foundation for Montessori Education, 2100 Bloor St W, Toronto ON M6S 1M7, T: 416 769-7457, F: 416 769-8544, fme@montessori-ami.ca.

What is Personal Information?

We consider "Personal Information" to mean any information, recorded in any form, about an identified individual or an individual whose identity may be inferred or determined from such information, other than business contact information (e.g. name, title, business address, telephone and fax numbers and e-mail address).

Why FME May Collect Personal Information

FME collects information provided in writing (including via electronic media) or verbally about students, alumni, donors and others, and does so to fulfill the objectives and mandate of FME, which involve:

- Communicating with and determining the needs of its students;
- Providing services and information to its students, alumni, donors and others;
- Permitting affiliated organizations and preferred suppliers to provide products, services and information to students, donors and others;
- Managing our relationship with students, alumni, donors and others;
- Meeting any legal or regulatory requirements; and
- Such other purposes consistent with the foregoing purposes.

How FME Uses Personal Information

FME only collects, uses and discloses Personal Information for purposes that would be considered reasonable in the circumstances and only such information as is required for the purposes of providing our services or information. We use only fair and lawful methods to collect Personal Information.

Our use of Personal Information is limited to the purposes described in this Policy.

When FME May Disclose Your Personal Information

As a general rule, all information concerning a person is held in strict confidence and, except in limited circumstances, is not revealed to anyone unless expressly or impliedly authorized by the person. FME does not sell or lease name, address, telephone number or e-mail address lists.

Where FME discloses Personal Information to organizations that perform services on its behalf, we will require those service providers to use such information solely for the purposes of providing services to the person concerned or FME and to have appropriate safeguards for the protection of that Personal Information.

Please note that there are circumstances where the use and/or disclosure of Personal Information may be justified or permitted or where FME is obliged to disclose Personal Information without consent. Such circumstances may include:

- Where required by law, or by order or requirement of a court, administrative agency, other governmental tribunal;
- Where FME believes, upon reasonable grounds, that it is necessary to protect the rights, privacy, safety or property of an identifiable person or group;
- Where it is necessary to establish or collect fees;
- Where it is necessary to permit FME to pursue available remedies or limit any damages that FME may sustain; or
- Where the information is public.
- Where obliged or permitted to disclose information without consent, FME will not disclose more information than is required.

Consent

Unless permitted by law, no Personal Information is collected without first obtaining the consent of the individual concerned to the collection, use and dissemination of that information. However, we may seek consent to use and disclose Personal Information after it has been collected in those cases where FME wishes to use the information for a purpose not identified in this Policy or not previously identified or for which the individual concerned has not previously consented.

If a person consents, his/her personal information shall be used for the purposes indicated in this policy statement. If a person does not consent, then his/her Personal Information shall be used by FME for purposes of communicating with the person only. In the event a person does not indicate his/her consent, the submission of the information constitutes the consent of an applicant to the use of his or her personal information for these purposes.

If a person wishes to withdraw his/her consent to have his/her Personal Information disclosed to affiliated organizations, preferred suppliers and other reputable organizations, the person should contact FME.

The Accuracy and Retention of Personal Information

FME endeavours to ensure that any Personal Information provided to it and that is in its possession is accurate, current and complete for the purposes for which FME uses that information. Personal Information about a former student is not actively maintained and, for so long as it is held by FME, FME cannot assure the accuracy of such information.

We keep your Personal Information only as long as it is required for the reasons it was collected. This period may extend beyond the end of a person's relationship with FME but it will be only for so long as it is necessary for us to communicate with you or to have sufficient information to respond to any issues that may arise at a later date. When your Personal Information is no longer required by FME, we have procedures to destroy, delete, erase or convert it into an anonymous form.

Currently, the principal place where FME holds Personal Information is the City of Toronto.

Protection of Personal Information

FME endeavours to maintain appropriate physical, procedural and technical security with respect to its offices and information storage facilities so as to prevent any loss, misuse, unauthorized access, disclosure, or modification of Personal Information. This also applies to our disposal or destruction of Personal Information.

FME further protects Personal Information by restricting access to it to those employees that the management of FME has determined need to know that information in order that we may provide our services or information.

We audit our procedures and security measures from time to time to ensure that they remain effective and appropriate.

Access To Your Personal Information

FME permits the reasonable right of access and review of Personal Information held by us about a person and will endeavor to provide the information in question within a reasonable time and no later than 30 days following the request during the school year. Where information will not or cannot be disclosed, the individual making the request will be provided with the reasons for non-disclosure.

FME will not charge a person for verifying or correcting his/her Personal Information.

Visiting FME's Website

A visitor to FME's website (<https://montessori-ami.ca>) is not required to reveal any individually identifiable information, such as name, address, or telephone number. Nor is such information collected passively by electronic means. In order to access and use the limited-access-only portions of the site, you will need to provide certain Personal Information. Such personal information will only be used for providing services and information to you.

Information is also collected when an individual voluntarily completes an on-line donation form, completes an on-line survey or asks for further information. This information is collected, used or disclosed in a manner consistent with this policy statement. E-mail addresses are also collected during the on-line process.

To the best of our knowledge and belief, our web server does not collect visitor information in the form of the visitor's domain or internet protocol (IP) address but does collect information regarding which pages are being accessed. This information is used internally, only in aggregate form, to better serve visitors by helping us to:

- Manage our site;
- Diagnose any technical problems; and
- Improve the content of our website.

We understand that following its use, the information collected is not retained but, rather, is discarded in a secure manner.

In browsing the Internet, you will encounter a technology called "cookies" which can be used to provide you with specific information from a Website as well as provide the operator of a website with information about you. "Session" cookies are temporary bits of information that are erased once you exit your Web browser window or otherwise turn your computer off. Session cookies are used to improve navigation on Websites and to collect aggregate statistical information. This site uses session cookies to only record session information.

Most Internet browsers are initially set to accept cookies. If you do not wish to accept cookies, you can set yours to refuse cookies or to alert you when cookies are being sent.

Evolving Practices

This statement is in effect as of December 1, 2008. FME will from time to time review and revise its privacy practices and this Policy. In the event of any amendment, a

notice will be posted on montessori-ami.ca and posted in appropriate FME locations. Policy changes will apply to the information collected from the date of posting to FME's website as well as to existing information held by FME.