



## **THE PRIORY SCHOOL**

### **Privacy Policy**

At The Priory School, we are dedicated to safeguarding the privacy and personal data of our community. This Privacy and Data Protection Statement outlines our approach to collecting, utilizing, and safeguarding the personal information within our community.

Our community encompasses prospective, current, and former students and their families, as well as current and past staff, volunteers, vendors, donors, board members, partner organizations, website visitors, and others associated with or visiting The Priory School.

#### **Definition of Personal Data**

For the purposes of this policy, "Personal Data" refers to information that can identify an individual associated with our school, whether a student, parent, alumni, or donor. Such data can be obtained through various interactions with our school, collected both before and after the inception of this policy.

#### **Personal Data collected may include:**

- Contact details like names, addresses, emails, and phone numbers
- Family information
- Media files such as photos and videos
- Admissions application and open house event participation information
- Academic records and special education needs
- Employment details
- Financial records
- Fundraising and alumni relations information
- Event attendance
- Visitor data to our website
- Health-related information
- Police check information for volunteers

## **Use and Storage of Personal Data**

The Priory School uses Personal Data to fulfill our educational mission and offer services to our community members, including:

- Academic teaching, evaluation, and support
- Admissions and financial aid management
- Communication about school events and fundraising activities
- Co-curricular and extracurricular management
- Health services provision
- Education accommodations
- Supervision of off-campus activities
- Emergency contact and management
- Legal compliance
- Information sharing with other educational institutions
- In addition, Personal Data from faculty, staff, and volunteers is used for employment and volunteer management purposes.

The Priory School limits the amount and type of personal information collected to what is necessary for our operational purposes. Access to Personal Data is restricted to authorized individuals who use the information only for the purposes for which the information was collected and who are obligated to adhere to our data protection policies.

## **Consent and Limiting Use**

The school collects, uses, and discloses personal information only with the individual's informed consent, and can be withdrawn at any time, albeit with potential implications for service access. The method of obtaining consent varies based on the data's sensitivity, and the intended use of the information. Consent can be expressed in writing, verbally, or implicitly through actions. The school commits to collecting only necessary information, using it solely for its intended purposes, and retaining it only as long as needed. Efforts are made to ensure information accuracy, with individuals encouraged to report changes or inaccuracies.

## **Safeguards**

Safeguards are in place to protect personal information from unauthorized access or loss, involving physical, organizational, and technological measures. The school's policy is transparent, providing information on personal data management, and offers avenues for individuals to access, correct, or inquire about their personal information.

## **Contacting Our Privacy Officer**

For inquiries related to your Personal Data or its handling, reach out to our Privacy Officer at [privacyofficer@priory.qc.ca](mailto:privacyofficer@priory.qc.ca).

## **Website Privacy Policy**

Our website is managed by The Priory School and does not collect personally identifiable information about you unless you voluntarily provide it during inquiries, registration, or donations. Providing personal information is entirely voluntary. Unless legally required, we do not disclose any personal information to external parties. When you visit The Priory School's website, our web server collects limited information through cookies to personalize your experience by remembering your preferences. This includes details like your domain, operating system, web browser type, and the pages you visit. To enhance our understanding of website traffic, we employ a web analytics service.

The Priory School website contains links to other sites. The School is not responsible for the privacy policies of these other sites, and we encourage our website visitors to review the privacy policies and practices of these third-party websites concerning the use, collection and sharing of personal information.

## **Email Communications**

You may choose to share personally identifiable information with us, either by sending an email with questions or comments, or by submitting a web form. We primarily use this information to respond to your requests. Your email may be forwarded to staff members who can better address your inquiries. Additionally, we might use your email to inform you about future programs that could interest you.

## **Policy Updates**

The Priory School reserves the right to modify this policy as necessary, with the latest version accessible on our website. The date of the most recent update is noted at the document's conclusion.

For further information regarding our privacy policy, please contact us at [communications@priory.qc.ca](mailto:communications@priory.qc.ca)