



## **Privacy Policy for Fitra School**

*Effective Date: 09/07/2024*

Fitra School is committed to respecting and protecting the privacy of personal information in accordance with applicable laws and best practices. This Privacy Policy outlines how we collect, use, disclose, store, and safeguard personal information. It should be read in conjunction with other school policies related to privacy.

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### **1. What Is Personal Information?**

Personal information refers to any information about an identifiable individual. Examples include:

- Student records, such as report cards, attendance records, and class lists.
  - Special education plans, including Individual Education Plans (IEPs) and behavior management plans.
  - Identifiers such as name, address, sex, date of birth, and Ontario Education Numbers (OEN).
  - Health and medical information, including immunization records and emergency care plans.
  - Contact information for families, guardians, and emergency contacts.
  - Photos, video recordings, and audio recordings of students.
  - Financial records related to tuition and donations.
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### **2. Information We Collect**

Fitra School collects personal information from the following stakeholders:

- Students (current, prospective, and former) and their families.
- Faculty, staff, and volunteers (current and former).
- Vendors, contractors, and community affiliates.

- Visitors to our website.

**Examples of personal information collected include:**

- Admissions and enrollment details.
  - Academic records, attendance, and progress reports.
  - Health and safety-related information.
  - Employment records (for staff and faculty).
  - Video surveillance recordings (if applicable).
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### **3. Purpose of Collecting Information**

Personal information is collected to:

- Support the school's educational mission.
  - Register students, assign OENs, and maintain academic and attendance records.
  - Ensure the safety and well-being of students and staff.
  - Communicate with families and stakeholders regarding school activities, events, and updates.
  - Comply with legal, regulatory, and reporting requirements.
  - Support administrative functions, including tuition management and fundraising.
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### **4. How Personal Information Is Used**

Fitra School uses personal information strictly for its intended purposes, such as:

- Delivering educational programs and services.
- Monitoring and enhancing student performance and well-being.
- Facilitating school operations, such as event planning and communication.

Only authorized personnel have access to personal information, and its use is restricted to legitimate purposes.

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### **5. Sharing of Personal Information**

Fitra School shares personal information only when necessary and in accordance with applicable laws. Examples include:

- **Ontario Ministry of Education:** For assigning and validating OENs and fulfilling reporting requirements.

- **Authorized Service Providers:** For hosting educational software, providing cloud storage, or facilitating extracurricular activities.
- **Emergency Services:** To ensure safety in urgent situations.
- **Lawful Obligations:** Complying with court orders, subpoenas, or other legal processes.

Fitra School requires all third-party providers to comply with our privacy standards and applicable laws.

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## 6. How Personal Information Is Stored and Protected

Fitra School implements rigorous measures to protect personal information:

### Physical Security:

- Hard copy records are stored in a locked office and secured in locked cabinets.
- Access to physical records is limited to authorized staff.

### Digital Security:

- Personal information is stored with password-protection.
- Staff are trained to handle data responsibly and adhere to privacy standards.

### Retention and Destruction:

- Personal information is retained only as long as necessary to fulfill its intended purpose and legal requirements.
  - Records no longer needed are securely destroyed using methods such as shredding or permanent digital deletion.
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## 7. Consent for Collection, Use, and Disclosure

Fitra School obtains consent for the collection, use, and disclosure of personal information through the annual enrollment contract and as required for specific activities.

Parents or guardians of minors must provide consent on behalf of their children.

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## 8. Policy Review and Updates

This Privacy Policy is reviewed annually or as needed to comply with legislative changes. Updates will be communicated to families via email and will be available on the Fitra School website at [www.fitraschool.ca](http://www.fitraschool.ca).

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## 9. Access and Inquiries

Individuals have the right to request access to their personal information or seek corrections.

### Contact Information:

Principal: Reem Yousef

Email address: [reemyousef@fitraschool.ca](mailto:reemyousef@fitraschool.ca)

1469 Stittsville Main Street, Stittsville, ON

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### Approved by:

**Reem Yousef**

Principal, Fitra School

**Date:** [11/24/2024]

**Signature:** Reem Yousef