

Privacy governance policies

The ECC must:

1. Make an inventory of the personal information held by its company (or by a third party) and assess its sensitivity;
2. Specify the roles and responsibilities of the personnel involved in the protection of personal information;
3. Implement strategies and measures to avoid risks or reduce them effectively;
4. Monitor and review the application of these measures.

Strategies in place for the collection of personal information using a technological means such as a web site;

- Obtain valid and separate consent for each collection;
- Publish our policies and practices on the website;
- Use simple, clear language in the policy;

In order to take preventive action to protect personal information, ECC has implemented the following measures:

- Confidential employee documents
 - Under lock and key;
 - Accessible only by management;
- Parents and employees sign an informative consent document regarding the measures put in place to ensure confidentiality.
- In e-mail messages, an **IMPORTANT NOTICE** is included: “Restricted use. If it is not intended for you, please destroy it immediately and inform the sender”.
- Documents are kept for a maximum period of 7 years and destroyed thereafter.

Mandatory personal information collected for the purpose of creating an employee or child/parent file by L’Univers des Bambinos Universe ECC is kept under lock and key in management office:

- Name, postal address, e-mail address and telephone number
- Emergency telephone number
- Date of birth
- Social insurance number
- Health insurance number
- Birth certificate
- Vaccination booklet
- Specimen cheque
- Photocopy of driving license

These will be transferred to whom it may concern:

- Employer D- Desjardins via online: payroll service
- Morneau Shepell (RRCPEGQ) via online: pension plan
- Sureté du QC via e-mail: criminal record check (background)
- Ministère de la Famille via annual financial report
- Financial auditors during annual audit
- Staff members (not under lock and key) : # telephone and # emergency telephone for professional use