

## W. ERSKINE JOHNSTON SCHOOL COUNCIL PRIVACY POLICY

**W. Erskine Johnston School Council** recognizes that your right to privacy is an essential issue. We understand your interest in protecting your private information while communicating with us, participating in events which we host or donating to the activities of the School. Our relationship with you is founded on trust and we are committed to maintaining this trust.

This policy applies to all personal information which we collect, use and maintain from time to time. We are dedicated to protecting your privacy and maintaining the trust that you have placed in us.

### **Our Practices**

Personal information gathered by our organization is kept in confidence. We do not sell, trade or otherwise share the personal information we collect.

We follow these practices:

- Personal information gathered by our organization is kept in confidence. We do not sell, trade or otherwise share the personal information we collect.
- We collect and use personal information only for the purpose of communicating with the school community and assessing our efforts.
- If you provide us with your email address for any purpose we will enter that email address in our general communication system until you request it's removal.
- We do not disclose your personal information to any party outside of the School Community.
- When we communicate with the school community we do not disclose your personal information to other members of the school community except when necessary to enable the communication. For example, we will always blind copy addresses on an email message or use an otherwise anonymous email functions such as mailchimp, unless we need to communicate with a small group of people who need to communicate with each other.
- Only the executive members of the School Council has access to the personal information collected and the School Council email, website, registration systems and any other means of communication which School Council maintains from time to time. It is our practice to change the password for all such systems with each change in executive membership.
- We will share photos of School Council events but only where those photos are of group activities. We will use photos of individuals only when we have the consent of all people in the photo. If you ever have a concern about the usage of a photo please bring it to our immediate attention.

- We will retain personal information from year to year and will only remove it from our records upon request.
- Once we are in receipt of a request to remove personal information from our records we will take steps to remove that information at our earliest opportunity.

We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed. We are committed to protecting personal information by security safeguards appropriate to the sensitivity of the information.

If at any time you wish to be removed from any mailing or for further information on privacy and your rights in regard to your personal information, please e-mail us at [wejcouncil@gmail.com](mailto:wejcouncil@gmail.com).