

Evergreen Academy Inc. Privacy Statement

At Evergreen Academy Inc. we are committed to protecting the privacy of our students, their families, and our employees. We support a general policy of openness about how we collect, use and disclose personal information.

The purpose of this Privacy Statement is to inform you about Evergreen Academy Inc.'s practices relating to the collection, use and disclosure of personal information which may be collected by us through your filling out Evergreen Academy Inc. forms or otherwise providing information in order to participate in Evergreen Academy Inc. events, or through our website. By filling out the forms, either yourself or on behalf of your son, daughter or ward, by participating in our events, or by using our website, you consent to the collection, use and disclosure of your personal information (as defined below) and, if applicable, the personal information of your son, daughter or ward in accordance with the following terms and conditions.

This Privacy Statement also explains how you can contact us if you have a question about, want to make a change to, or delete any personal information that Evergreen Academy Inc. may be holding about you or, if applicable, your son, daughter or ward. We strongly recommend that you take the time to read this Privacy Statement and retain it for future reference.

Personal Information

For the purpose of this Privacy Statement, "personal information" means information about an identifiable individual, but does not include the name, title or business address or telephone number of an employee of an organization.

What Personal Information We Collect

Personal information is collected in order to provide Evergreen Academy Inc. with the information they need to facilitate the activities of youth participating in Evergreen Academy program activities, to help effectively and safely provide activities and events for Evergreen Academy Inc. members, and to be able to respond in the event of an emergency. This information includes but is not limited to contact information (such as name, address, e-mail address and telephone numbers), age, skills and educational background, employment history, volunteer experience, proof of identity (such as a signature), police reference checks, references and information on medical conditions, allergies and medications.

Evergreen Academy Inc. also collects financial information (such as credit card information and banking information on personal cheques) from applicants, donors and purchasers of Evergreen Academy Inc. services. On contest entry forms, we may ask for the entrants' first name, last name, email address and phone number. This personal information is collected, used and disclosed only for the purposes of awarding contest prizes.

How We Use Your Personal Information

Personal information that is collected by Evergreen Academy Inc. or its representative is only used for Evergreen purposes. Evergreen Academy Inc. uses your personal information to facilitate communication between families, and to communicate with you through mailings, newsletters, announcements of upcoming events and opportunities, and in connection with fundraising requests. Evergreen Academy Inc. uses your information about skills, employment and volunteer history in order to best employ your talents in the service of our organization. Evergreen Academy Inc. uses health information in order to help ensure the proper response to any health situation that may arise during our activities or events. Evergreen Academy Inc. uses financial information only in order to complete a given merchandise or member dues transaction.

Evergreen Academy Inc. maintains a database of information, which is used to maintain current contact information, emergency contact information, program status, a history of your participation in Evergreen Academy Inc. programs, and

reports as required under the Education Act. Only those with a legitimate need to access this information have access to the database. Each participant is assigned a unique student number, and you may access your records to check for accuracy. Please see the section below on correcting and updating your information for further details on how to correct any errors in your file. Any questions about how Evergreen Academy Inc. uses your personal information should be directed to the director, or at evergreenacademy@icloud.com.

Evergreen Academy Inc. does not disclose personal information to individuals, organizations or corporations outside of Evergreen Academy Inc. at any time or for any reason, except with the consent of the individual member or as required or authorized by law.

Evergreen Academy Inc. may share personal information with third parties engaged to assist us in providing services to you or to carry out one or more of the purposes described above. These service providers are prohibited from using such personal information for any purpose other than to provide this assistance and are required to protect personal information disclosed by Evergreen Academy Inc. and to comply with the general privacy principles described in this Privacy Statement. In limited cases personal information may be transferred outside of Canada. In those cases the information will be subject to the laws and regulations of the jurisdiction where the information is transferred. Evergreen Academy Inc. reserves the right to disclose personal information to a third party if a law, regulation, search warrant, subpoena or court order legally requires or authorizes us to do so.

Knowledge and Consent

Evergreen Academy Inc. collects personal information about you or, if applicable, your son, daughter or ward only when you voluntarily provide it. Typically, we will seek consent for the use or disclosure of such personal information at the time of collection. In certain circumstances, consent may be sought after the information has been collected but before use (for example, when we want to use information for a purpose not previously identified).

The form of consent that we seek, including whether it is expressed or implied, will largely depend on the sensitivity of the personal information and the reasonable expectations of the individual in the circumstances. When you fill out an Evergreen Academy Inc. form, for instance, you imply that we may use that information for the purpose for which you filled out the form.

Evergreen Academy Inc. keeps a record of participants' history with the organization, including participation in Evergreen Academy Inc. activities and events. By joining Evergreen Academy Inc. programs, you acknowledge that we may keep this record and consent to such retention, so that if your participation becomes inactive and you later decide to rejoin, Evergreen Academy Inc. will still have your previous membership history on file. We will not use this information for any other purpose except with your consent.

You may withdraw consent at any time, subject to legal restrictions (such as information kept to protect Evergreen Academy Inc. from liability) and reasonable notice. If you wish to withdraw your consent, please email evergreenacademy@icloud.com or contact the director. We will inform you of the implications of withdrawing consent as appropriate.

Evergreen Academy Inc. does not, as a condition of participation, require you to consent to the collection, use or disclosure of information beyond that required to fulfill the explicitly specified and legitimate purposes for which the information is being provided.

How We Protect Your Personal Information

Evergreen Academy Inc. makes all reasonable efforts to ensure that personal information collected from you is protected against loss and unauthorized access. This protection applies in relation to information stored in both electronic and hard copy form. In addition, Evergreen Academy Inc. employs generally accepted information security techniques, such as firewalls, and access control procedures, to protect personal information against loss and unauthorized access.

Retention of Your Personal Information

Evergreen Academy Inc. retains your personal information for as long as necessary to fulfill the purposes for which it was collected. In some cases, it is necessary for Evergreen Academy Inc. to retain personal information for longer, in order to protect Evergreen Academy Inc. from liability in the event of a dispute.

Website

If you visit the Evergreen Academy Inc. website, and do not actively provide any personal information, Evergreen Academy Inc. still stores certain information automatically, via the placement of a text file called a “cookie” in the browser directory of your computer’s hard drive. The cookie cannot be read by any website other than the one that set up the cookies. If you choose to modify your browser to disable cookies, some pages of this website may not function properly.

Evergreen Academy Inc. will only collect and store the following information about your visit to our website:

The Internet domain from which you accessed the Evergreen Academy Inc. site;

The type of browser and operating system you are using;

The date and time of your visit;

The pages within the Evergreen Academy Inc. site that you visit; and

If you linked to another website from the Evergreen Academy Inc. site, the address of that site.

Evergreen Academy Inc. uses this information to count the number of visitors to the different Evergreen Academy Inc. web pages, in order to make the site more useful to our members and visitors. You should be aware that operators of linked websites may also collect your personal information (including information generated through the use of cookies) when you link to their websites. Evergreen Academy Inc. is not responsible for how such third parties collect, use or disclose your personal information, so it is important to familiarize yourself with their privacy policies before providing them with your personal information.

Changes to this Privacy Statement

Evergreen Academy Inc. reserves the right to modify this Privacy Statement at any time. The Privacy Statement posted via the Evergreen Academy Inc. website shall be deemed to be the Privacy Statement in effect. A current copy of the Privacy Statement can be obtained at any time by contacting www.evergreenacademy.ca or the director.

Correcting or Updating Your Information

You can help us maintain the accuracy of your personal information, or the personal information of your son, daughter or ward, by notifying us of any changes to this information. You may contact Evergreen Academy Inc. to request access to or correction or update of your personal information.

Contacting Us

In the event that you have any questions about Evergreen Academy Inc.'s Privacy Statement or if you have reason to believe that Evergreen Academy Inc. may have failed to adhere to this Privacy Statement, you may contact us at 176 Elm St., Port Colborne, Ontario, L3K 5V4, evergreenacademy@icloud.com, www.evergreenacademy.ca, or 289-273-2283.

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