

Privacy Policy

Effective date: 1st day of April, 2023

Revised: April 25, 2024

The domain **<https://wiseowldaycare.ca/>** (the "Site") is owned and operated by Wise Owl Day Care Centre, a non-profit licensed child care centre and registered charity. Wise Owl Day Care Centre can be contacted at:

(613) 735-2323

151 Isabella Street, Pembroke, Ontario K8A 5S8

Purpose

The purpose of this privacy policy (this "Privacy Policy") is to inform users of our Site of the following:

1. The personal data we will collect;
2. Use of collected data;
3. Who has access to the data collected;
4. The rights of Site users; and
5. The Site's cookie policy.

This Privacy Policy applies in addition to the Terms and Conditions of our Site.

Consent

By using our Site, users agree that they consent to:

1. The conditions set out in this Privacy Policy; and
2. The collection, use, and retention of the data listed in this Privacy Policy.
3. The Site Terms and Conditions.

Personal Data

We only collect data that helps us achieve the purpose set out in this Privacy Policy. We will not collect any additional data beyond the data listed below without notifying you first.

Data collected on our Site will only be used for the purposes specified in this Privacy Policy or indicated on the relevant pages of our Site. We will not use your data beyond what we disclose in this Privacy Policy.

Data Collected Automatically

The following table outlines the information that we may automatically collect when you visit our Site, how the data is used, and who the data is shared with.

Personal data we may automatically collect	How the data is used	Who the data is shared with
Clicked links; Content viewed; Session statistics	Provide Analytics	Google Analytics

Data Collected in a Non-Automatic Way

We may also collect the data when you perform certain functions on our Site. The following table outlines the information that we may collect with the user's consent, how the data is used, and who the data is shared with.

Personal data collected with the user's consent	How the data is used	Who the data is shared with
<i>Submitting Contact Form:</i> First and last name; Email address; Phone number	Respond to inquiries made by the user	Within the organization - only employees who reasonably need access to the data
<i>Submitting Waitlist Form:</i> First and last name; Email address; Phone number; Child's name; Child's date of birth; Preferred day care start date; Preference regarding day care when there are multiple children on the waitlist; Additional information about the child; Information about subsidy	Add child(ren) to waitlist & communicate with parents once a space becomes available	Within the organization - only employees who reasonably need access to the data
<i>Making a donation to our centre:</i> First and last name; Email address; Phone number; Address; Payment Information	To process payment and provide donation receipts for income tax purposes.	Zeffy

Who We Share Personal Data With

Employees

We may disclose user data to any member of our organization who reasonably needs access to user data to achieve the purposes set out in this Privacy Policy.

Third Parties

As outlined in the previous table, we may share user data with the following third parties: Google Analytics and Zeffy.

We have no control over third party's privacy policies and practices.

Third parties will not be able to access user data beyond what is reasonably necessary to achieve the given purpose.

Other Disclosures

We will not sell or share your data with other third parties, except in the following cases:

1. If the law requires it;

2. If it is required for any legal proceeding; and
3. To prove or protect our legal rights.

If you follow hyperlinks from our Site to another Site, please note that we are not responsible for and have no control over their privacy policies, practices, and content.

How Long We Store Personal Data

User data collected by the first party will be stored until the purpose the data was collected for has been achieved. Please note that we reserve the right to retain some of your personal data for a reasonable time in order to satisfy our legal obligations or under a legal procedure of any sort.

How We Protect Your Personal Data

In order to protect your security, information provided on the Contact Form or Waitlist Form is initially sent to select few individual(s) within the organization. This data is only accessible to our employees on an as-required basis. Our employees are bound by confidentiality agreements. All information provided for monetary donations is collected by the applicable third-party who protect the information in accordance with their Privacy Policies.

While we take all reasonable precautions to ensure that user data is secure and that users are protected, there always remains the risk of harm. The Internet as a whole can be insecure at times and therefore we are unable to guarantee the security of user data beyond what is reasonably practical.

Children's Privacy

We collect the personal data of children under 13 years of age (name, date of birth and any additional information provided by the parent/guardian). We only collect the personal data of children under 13 years of age with the express consent of their parents or guardians. Parents or guardians directly provide the personal information of the child(ren) in the Waitlist Form. By submitting this form, the parent/guardian is providing express consent.

If a parent or guardian no longer wants the organization to have access to their child's personal data, the parent or guardian may directly contact the Director at the day care centre.

How to Access, Modify, Delete, or Challenge the Data Collected

If you would like to know if we have collected your personal data, how we have used your personal data, if we have disclosed your personal data and to whom we disclosed your personal data, or if you would like your data to be deleted or modified in any way, please contact our privacy officer here:

Site Administrator
web@wiseowldaycare.ca

Cookie Policy

A cookie is a small file, stored on a user's hard drive by a website. Its purpose is to collect data relating to the user's browsing habits. You can also choose to disable cookies entirely in your internet browser, but this may decrease the quality of your user experience.

We may use the following types of cookies on our Site:

1. Functional cookies

Functional cookies are used to remember the selections you make on our Site so that your selections are saved for your next visits;

2. Analytical cookies

Analytical cookies allow us to improve the design and functionality of our Site by collecting data on how you access our Site, for example data on the content you access, how long you stay on our Site, etc;

Modifications

This Privacy Policy may be amended from time to time in order to maintain compliance with the law and to reflect any changes to our data collection process. When we amend this Privacy Policy we will update the "Effective Date" at the top of this Privacy Policy. We recommend that our users periodically review our Privacy Policy to ensure that they are notified of any updates. If necessary, we may notify users on the homepage of changes to this Privacy Policy.

Contact Information

If you have any questions, concerns or complaints, you can contact our Site Administrator, at: web@wiseowldaycare.ca