



Educational Services

Privacy Policy

At Educational Services we value the trust that you have shown in us and we, in turn, commit to protect the information that you provide us. It is necessary for us to obtain some personal information concerning our clients. We require information related to our clients' health and employment/vocational goals to properly serve their needs.

Any information that is collected is used only in accordance with the guidelines set out by the federal Personal Information Protection and Electronic Documents Act (PIPEDA).

Educational Services' employees are trained to ensure the safeguarding and proper use of your personal information, respecting the following policy in relation to consent, collection and use of personal information.

1. Any personal information obtained is collected only with the knowledge and consent (express or implied) of the client. This information can be shared with the Case Manager in accordance with a Statement of Consent signed by the client.
2. We are responsible for personal information collected and have designated individuals who are accountable for compliance to the policy.
3. We will only collect personal information that is pertinent and necessary to specific client-related services.
4. We will inform the client of the purpose for collecting this personal information at or before the time it is obtained.
5. We will not use this personal information for any purpose other than that disclosed to the client at the time of collection without obtaining the consent of the client. Information will only be retained as long as necessary.
6. Any personal information will be kept as complete, accurate, and current as is required for use.
7. Any personal information of a sensitive nature is protected by security safeguards. Physical measures (eg. keeping information in a restricted access office, locked filing cabinets), organizational measures include limited access, and technological measures include protecting access to files with passwords. It is also our policy to abide by the privacy policies of our LMR suppliers regarding safeguarding personal information, for example encrypting email transmissions if requested.
8. We will make readily available to any individual specific information about our privacy practices and management of personal information.
9. Upon request all clients are entitled to access and review the accuracy of their personal information, and be informed of the existence, use and disclosure of said information.
10. If a client has a concern about our adherence to the above principles, the client may consult the privacy officer.