

Maria Montessori Academy

Personal Information Privacy Policy

Adopted: January, 26, 2026

1. Purpose

Maria Montessori Academy (“the Academy”) is committed to protecting the privacy of students, parents, employees, volunteers, and service providers, and to handling personal information with care and respect. The Academy complies with the Personal Information Protection Act of British Columbia (PIPA), which governs how private organizations in BC collect, use, disclose, and safeguard personal information.

2. Scope

This policy applies to all personal information in the custody or control of the Academy, including information about:

- Students (current and former) and their families
- Employees
- Volunteers
- Contractors and service providers

3. Collection, Use, and Disclosure of Personal Information

The Academy collects personal information only for purposes that a reasonable person would consider appropriate in the circumstances, such as:

- Enrolling and educating students
- Communicating with parents/guardians
- Managing school programs, services, and activities
- Administering payroll, benefits, and employment relationships
- Maintaining safety, security, and legal compliance

Personal information will only be used or disclosed for the purpose for which it was collected, with consent, or as required or permitted by law.

The Academy does not sell, lease, or trade personal information.

4. Consent

The Academy obtains consent for the collection, use, or disclosure of personal information, except where otherwise permitted by law.

Consent may be written, verbal, or implied, depending on the sensitivity of the information and the purpose of collection. For students, consent is generally provided by a parent or legal guardian.

5. Storage of Personal Information

Personal information may be stored on paper files and/or electronic systems.

Some electronic systems (such as cloud-based learning or communication platforms) may store or permit access to personal information outside Canada (for example, in the United States). When this occurs, the information may be subject to the laws of that other country.

The Academy ensures that reasonable security measures are in place to protect personal information regardless of where it is stored. The Academy will notify parents/guardians and employees when personal information is stored or accessed outside Canada.

6. Safeguards and Security

The Academy takes reasonable security measures to protect personal information against loss, theft, unauthorized access, disclosure, copying, use, or modification. These include administrative, physical, and technological safeguards.

7. Access and Correction

Individuals have the right to request access to their own personal information held by the Academy, subject to limited exceptions under PIPA (for example, if the information is about another individual).

Individuals may also request corrections to their personal information to ensure accuracy and completeness.

Requests for access or correction should be directed to the Academy's Privacy Officer.

8. Privacy Officer

The Academy has appointed a Privacy Officer to oversee compliance with this policy and with PIPA. The Privacy Officer is responsible for:

- Responding to inquiries and requests about personal information
- Ensuring staff and volunteers understand their privacy obligations
- Monitoring and updating privacy practices as needed

Privacy Officer Contact Information:

Jennie Lewis

Maria Montessori Academy

1841 Fairburn Drive

Email: [HR@mariamontessoriacademy.net] | Phone: [250-479-4746]

9. Updates to This Policy

The Academy may update this policy from time to time to reflect changes in legal requirements or school practices. The most current version will be available from the Privacy Officer upon request.