

**Certification Council of Early Childhood Educators of Nova Scotia
Privacy Policy**

The Certification Council of Early Childhood Educators of Nova Scotia is committed to collecting, using and disclosing personal information responsibly and only to the extent necessary for the service we provide. This document describes our privacy policies.

Definition of personal information.

Personal information is information about an individual that relates to their personal characteristics, (e.g. gender, age, income, address, phone number, ethnic background, family status); their health (e.g. history, conditions); or their activities or views (e.g. religion, politics, opinions, evaluation).

Collection of personal information.

As an organization which provides Early Childhood Educators an opportunity for professional development the Certification Council collects information necessary to determine if applicants are eligible for certification; information to keep in contact with the applicant and ongoing information on the applicant's progress throughout the process.

Sharing of information.

The information is shared with the Executive of Council, the Facilitator, members of the applicants triplet and the Validator. Members of the executive sign a letter of confidentiality. As an affiliate member of the Canadian Child Care Federation names and addresses are shared in order to provide information to members.

Protection of Information

Application forms are kept at Child Care Connections - NS or with the Registrar when the applicant is in process. All reports are given to the member upon completion of the certification process. Applications/copies of the validators report/membership renewals are kept at Child Care Connections-NS.

Retention and Destruction of Personal Information

Files are kept for seven years and are shredded.

Questions.

Questions can be directed to the Registrar of the Certification Council.

I have read and understand this Privacy Policy

DATE

SIGNATURE