



**NIPISSING DISTRICT DEVELOPMENTAL SCREEN** (“NDDS”) recognizes that your right to privacy is an essential issue and understands your interest in protecting your personal information while using its services. For these reasons, our privacy policy incorporates the highest standards as set out in federal and provincial legislation across Canada. It confirms our dedication to protecting your privacy and maintaining the trust that you have placed us.

## **A. COLLECTION OF PERSONAL INFORMATION**

**Nipissing District Developmental Screen** is committed to identifying the purposes for which personal information is collected at or before the time the information is collected and to documenting the purposes for which personal information is collected.

- 1.1 We do not collect personal information indiscriminately. Both the amount and the type of information we collect is limited to that which is necessary to fulfill the general purposes outlined above.
- 1.2 We will not use previously collected personal information for a new purpose without first identifying the new purpose and obtaining your consent for the new use, unless otherwise permitted by law.
- 1.3 You may direct any questions concerning the collection, the use which will be made of the information, the categories of person who will have access to it within the organization, the place where the file will be kept and your rights of access and rectification to our privacy officer.
- 1.4 You may withdraw your consent to our collection of your personal information at any time, subject to legal or contractual restrictions and reasonable notice, by contacting our privacy officer. Please note that the withdrawal of your consent may impact on our ability to serve you and to maintain our relationship.

*Note: In certain circumstances personal information can be collected, used or disclosed without your knowledge and consent. For example, legal, medical or security reasons may make it impossible or impractical to seek consent. When information is being collected for the detection and prevention of fraud or for law enforcement, seeking consent might defeat the purpose of collecting the information. Seeking consent may be impossible or inappropriate if you were a minor, seriously ill, or mentally incapacitated.*



## **B. USE AND DISCLOSURE OF PERSONAL INFORMATION**

**Nipissing District Developmental Screen** does not use or disclose personal information for purposes other than those for which it was originally collected, except with your consent or as otherwise permitted by law.

- 3.1 In addition, we may use personal information collected from or on behalf of another organization without your consent if you had consented to the use of the personal information by the other organization, and we are using the personal information solely for the purposes for which the information was previously collected and to carry out work on behalf of the other organization.
- 3.2 We may also disclose personal information to another organization without your consent if you had consented to the use of the personal information by us, and we are disclosing the personal information to the other organization solely for the purposes for which the information was previously collected and to assist the other organization to carry out work on our behalf.
- 3.3 We remain responsible for personal information in our possession or custody, including information that we transfer to a third party for processing. As such, we enter into confidentiality or contractual agreements with third parties which are engaged to perform services on our behalf and to whom we transfer personal information for processing requiring them to provide a level of security comparable to that provided under our privacy policy.

## **C. COMPLIANCE**

In meeting our privacy responsibilities, **Nipissing District Developmental Screen** will act in a reasonable manner and consider what a reasonable person would consider appropriate in the circumstances.

- 8.1 Any questions concerning privacy compliance can be sent to our privacy officer at:

ATTENTION: PRIVACY OFFICER  
Nipissing District Developmental Screen  
P.O. Box 1493  
North Bay, Ontario P1B 8K6  
Email: [ndds@xplornet.com](mailto:ndds@xplornet.com)



- 8.2 We have procedures in place to receive and respond to complaints or inquiries about our policies and practices relating to the handling of personal information.
- 8.3 We inform individuals who make inquiries or lodge complaints of the existence of relevant complaint procedures.
- 8.4 We investigate all complaints. If a complaint is found to be justified, then we take appropriate measures to resolve the matter including, if necessary, amending our policies and practices.
- 8.5 We reserve the right to seek legal advice where appropriate before providing a final response to inquiries or complaints.

#### **D. INTERNET USAGE**

**NDDS** may provide links to other websites managed by third parties through our website. As we cannot control or be responsible for the actions or policies of such third parties, you should check the applicable privacy policy of such third parties when visiting their websites or when providing any personal information to them. Please also note that we cannot control or prevent the use of cookies or any information obtained through cookies by such third parties.

Finally, please be advised that information voluntarily disclosed online in discussion areas or other public areas of our website can be collected, used and disclosed by third parties. Any submissions made to discussion areas or other public areas on our website are done at the user's risk and on the understanding that such information may be accessible to third parties. We cannot control and will not be liable for any damages that may arise from such user activity.

#### **E. CHANGES TO PRIVACY POLICY**

**Nipissing District Developmental Screen** reserves the right to modify our privacy policy at our sole discretion. In particular, the privacy officer will periodically review and modify our privacy policy in response to developments and changes in privacy law. Any modifications shall be effective immediately upon our publication by any means, including posting on our website. You agree to regularly review our privacy policy posted at our website, be aware of any modifications and be bound by the same.