

PRIVACY STATEMENT

FRONTENAC YOUTH SERVICES is committed to protecting the privacy of the *personal information of its employees and clients. We value your trust and that of the public, and recognize that maintaining this trust requires that we clearly explain and demonstrate how we treat the information that you share with us.

During your involvement with Frontenac, we gather and use your personal information. This information is held in confidence and carefully protected. We only use the information in the way in which it is explained to you when it is originally gathered. If we wish to use your information for any other purposes we will first ask for your permission. At the end of your relationship with **Frontenac Youth Services**, your information is kept for as long as is required in order to comply with legislated requirements, after which it is carefully destroyed. If you wish to review the personal information we hold on you, you can make a request to do so by contacting our Privacy Officer (Jennifer Murphy) at 905-579-1551.

FRONTENAC YOUTH SERVICES has Policies and Procedures in place to protect your personal information.

If you wish to read these policies in detail, you may contact the Privacy Officer at 905-579-1551. All Policies related to the collection, disclosure, retention and destruction of personal information are reviewed regularly and updated as necessary.

If you have any questions, concerns or complaints relating to **Frontenac Youth Services'** treatment of personal information you can contact the Privacy Officer at 905-579-1551. Further information on privacy and your rights in regard to your personal information may be found on the website of the Privacy Commissioner of Canada at www.priv.gc.ca .

*Personal Information is any information that can be used to distinguish, identify or contact a specific individual. Exceptions are identified by the Privacy Act; business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone books are not considered personal information.