



# Ottawa Jewish Community School

*Established in 1949 as Hillel Academy*

## OJCS PRIVACY COMMITMENT

The Ottawa Jewish Community School is committed to protecting the privacy of your personal information. When a parent, student, staff, Board member, alumnus or other individual, provide information to the school such as their name, address, and telephone number, it is shared with our school office, our finance office, and the Board of Directors so that we may communicate with them.

For families who provide financial information for purposes of applying for and receiving financial assistance for tuition, it will be kept strictly confidential within the finance office. This information is not shared with the school office or with the Board of Directors. The Tuition Assistance Committee does not have parents or parent Board members as committee members.

We believe that our OJCS family is enriched through our efforts to connect students, parents, alumni, staff, Board members, and friends with the school and with one another. During the course of our various projects and activities, including school registration, the personal information gathered is used to deliver services and to keep parents up-to-date on activities, programs, special events, and volunteer opportunities. All OJCS's communication, marketing, fundraising, and alumni programs are run through the school and finance offices.

OJCS values the trust of those we deal with, and recognizes that we must be transparent and accountable in how we treat the information that parents choose to share with us. The school keeps records of names, addresses, and telephone numbers, along with other personal information that is publicly available or provided through interactions with the OJCS staff, volunteers, and community members. **Personal information gathered by OJCS is kept in confidence and under no circumstances is it rented, sold, or given to any organization outside of the school.**

The school stores personal information in a confidential database and in secure files located on-site at the OJCS. Access to this information is restricted to authorized staff, who have been trained in dealing with information in accordance with our privacy standards. Third parties who may act on behalf of the OJCS to assist our school in areas such as mailings are required to adhere to these privacy standards. Parents have the right to view their school files upon request.

For further information on our commitment to protecting your privacy, if you would prefer not to have your personal information shared as described, or if you have concerns about our privacy policy, please notify Keren Gordon, Interim Head of School, in writing at [k.gordon@theoics.ca](mailto:k.gordon@theoics.ca).