



The Study

PRIVACY POLICY

The Study is committed to protecting the privacy of all individuals who access this website and who attend or attended our school (hereafter, a “constituent”). We recognize that to maintain this trust we must be responsible, transparent and accountable in how we treat all personal information that is shared with us.

This policy applies to the collection, storage, use, disclosure, protection and accuracy of personal information collected and controlled by The Study.

What information does The Study have?

The school maintains personal records on all constituents that provide information to us, including names, addresses, phone numbers, e-mail addresses and other personal information that is publicly available.

How is it used?

This information, gathered through applications, registrations and updates – on students, parents (of students and alumnae), alumnae, faculty and staff (current and former) and friends – is used to:

- Communicate with constituents, through publications, bulletins, letters and other collateral material.
- Solicit financial support for the school.
- Inform constituents of events, activities and volunteer opportunities in which they can participate.
- Publish an annual student directory (distributed only to current families in the school)

Except as disclosed above, personal information maintained or stored by us will not be collected, used or disclosed for any other purposes without your prior consent.

Is the information safe?

The Study maintains confidential and secure databases and files, to which only authorized staff have access. Any third parties who conduct business on behalf of the

school, such as mailing houses, must also adhere to this policy and companies offering on-line services (such as the alumnae e-mail directory) must also provide secure sites.

The Study does not give, rent, sell, trade or provide personal information to individuals or organizations outside of the school other than as disclosed above.

Constituents can (i) opt out of receiving the materials, requests or other information provided for above, (ii) request access to, update or correct their personal information collected and/or stored by The Study or request that their personal information be removed from The Study's databases, or (iii) make inquiries or complaints in respect of The Study's privacy policies and practices, by communicating with us as follows:

Mail: The Study
 Attention: Website Constituent Services
 3233 The Boulevard, Westmount, Quebec
 H3Y 1S4.

Email: ■@thestudy.qc.ca

Telephone: (514) 935-9352

Requests for access or corrections to personal information, or to have personal information removed from The Study's databases, must be made in writing. As indicated above, it is your right to access your personal information that we have on file. However, in order to ensure that the appropriate individual is available to review your file with you, and is available to answer any questions or address any concerns you may have, we require advance notice (at least two school days) of your visit to our premises.

Upon request by a constituent, we will inform such constituent as to whether or not The Study holds personal information regarding that constituent and will disclose details of his/her personal information, including, the source, use and the third parties to whom the personal information has been disclosed by The Study.

How long is my personal information retained?

We will keep your personal information only as long as is reasonably necessary for the purposes described in this policy or such longer period as may be required by applicable law.

Privacy Policy Changes

If we decide to change this privacy policy, we will post these changes on our website so that you can be updated as to what information we gather, how that information may be used and whether (and how) it may be disclosed to any third parties. Following the posting of such changes, your continued use of the website will constitute your acceptance of these changes and you will be bound by such changes. You are responsible for regularly reviewing this privacy policy and any changes thereto.