



PRIVACY POLICY

This is the Merrymount (“Merrymount”) privacy policy. This document explains Merrymount’s policies for the collection, use and disclosure of personal information about clients and other we deal with.

Merrymount provides various services and programs for children and families.

THE INFORMATION WE COLLECT

Merrymount collects information by various methods including information actively provided by our clients, other agencies relevant to our clients and our services, and information arising from the performance of our services.

The types of personal information we collect include name, contact information, family information, identification information, health information, educational information, case notes about the activities of clients and others at Merrymount, and in general any information reasonably required to keep those in our programs safe, comfortable and healthy.

HOW WE USE THIS INFORMATION

This information is used to provide our services, including, without limitation, to determine and carry out appropriate courses of action for our clients and their families.

Merrymount may use aggregate or anonymous information which will not be linked to identified individuals for various other uses for itself and third parties. Examples include, without limitation, attendance, statistics, research, legislative requirements for licensing and funding.

SECURITY

Personal information is stored in a combination of paper and electronic files. They are protected by security measures appropriate to the nature of the information.

ACCESSING INFORMATION

Individuals may review their personal information contained in Merrymount files by contacting the Merrymount privacy officer. If an individual believes that any of their personal information is inaccurate, we will make appropriate corrections.

WHO WE SHARE THIS INFORMATION WITH

Merrymount does not share personal information with any third parties except as disclosed in this policy. Merrymount may provide personal information to Merrymount’s consultants, volunteers, subcontractors and advisers (which may be bound by privacy obligations) to assist Merrymount’s uses disclosed herein. Merrymount will at the outset of a situation ask clients to advise which relatives or others may have access to information and contact with children.

GENERAL

Merrymount may amend this policy from time to time. If such amendments affect how Merrymount uses or discloses personal information already held by Merrymount in a material way. Merrymount will obtain consent.

Notwithstanding the general terms of this policy, the collection, use and disclosure of personal information may be made outside of the terms herein to the extent provided for in the Personal Information Protection and Electronic Documents Act, the Personal Health Information Protection Act, the Children’s Law Reform Act, or any applicable privacy or other legislation in effect from time to time.

For example, and without limitation, Merrymount may disclose personal information if required by legislation, court orders, in life threatening or emergency situations or when Merrymount suspects child abuse, that a child is in need of protection, or is subject to neglect.

Merrymount has procedures in place to attempt to deal with matters such as who information can and is not to be disclosed to within a family and who within a family is not to have contact with their children, despite those procedures and efforts, Merrymount is not responsible or liable in any way, whether in contract, tort negligence, strict liability, operation of law or otherwise if disclosure or contact occurs that is not intended or desired by a program participant.