



## Durham Catholic District School Board

### Community Use of Schools

#### PRIVACY STATEMENT

This privacy statement provides details about the personal information regarding on-line Community Use of Schools permitting.

#### Personal Information

In order to process your request for Community Use of Schools the following personal information is required:

- Name, address and telephone number(s)
- Email address
- Whether you are over the age of 18
- The name of the organization you are representing
- Credit card number and expiry date (required only for online CC payments)

Your credit card information is entered directly into a 3rd party banking system and is not, under any circumstances, accessible to Durham Catholic District School Board staff, nor is it retained on any of our application databases or servers.

#### Using Personal Information

The Durham Catholic District School Board will use your personal information to:

- Process your request for the use of a school facility
- Process the applicable fees for the use of a school facility

The Durham Catholic District School Board reserves the right at all times to disclose any information as the Durham Catholic District School Board deems necessary to satisfy any applicable law, regulation, legal process or governmental request, at the Durham Catholic District School Board's sole discretion.

#### Safeguards

The Durham Catholic District School Board's policies and administrative procedures have been designed to ensure compliance with the privacy provisions of the Municipal Freedom of Information and Protection of Privacy Act (Ontario).

#### Other Websites

This website contains links to other websites. The Durham Catholic District School Board is not responsible for the privacy or practices of any third party.

#### Contact

If you have any questions about this privacy policy, please contact us at:

Community Use of Schools

Durham Catholic District School Board

650 Rossland Road West, Oshawa, Ontario L1J 7C4

Tel: 905-576-6150 Ext 2214 Fax: 905-576-0923 [communityuse@dcdsb.ca](mailto:communityuse@dcdsb.ca)

***School Boards are governed by the Municipal Freedom of Information and Protection of Privacy Act.***