

Privacy Policy

Summit School (“Summit”) collects, stores, and utilizes personal information for the purpose of fulfilling its mandate and providing educational services.

Personal information means any information which relates to a natural person and allows that person to be identified directly, or indirectly in combination with other information (hereinafter, “Personal Information”). It does not include information from which all references to the identity of the relevant individual have been removed (i.e., anonymous information).

Summit is committed to protecting your privacy in accordance with Québec’s applicable laws.

This Privacy Policy is a statement of principles and guidelines concerning the protection of the personal information of our students, their parents, our donors, our employees, our vendors, and other individuals and organizations that interact with Summit.

1. WHAT PERSONAL INFORMATION DO WE PROCESS?

Without limitation, the following categories of information may be collected: identity related (e.g. name, date of birth, gender, social insurance number, other legal documents), contact information (e.g. address, telephone numbers), academic information, health/medical information, financial information, donor information (e.g. amount and date of last donation), purchase information, and technical information.

2. CONSENT

By submitting personal information to Summit, you agree that we may collect, use and disclose such personal information in accordance with this Privacy Policy and as permitted or required by law. Where consent for the use and disclosure of personal information is needed for purposes other than those stated at the time of collection, Summit will obtain explicit consent from the appropriate person.

3. HOW DO WE COLLECT YOUR PERSONAL INFORMATION?

We use different methods to collect personal information from and about you including direct interactions (e.g. in person meetings, phone, emails, etc), student application package, employment applications, parent portal, our websites (www.summit-school.com, www.market.summit-school.com, www.summit-school.crowdchange.co).

4. WHO HAS ACCESS TO THE PERSONAL INFORMATION

Summit uses personal information about its students, families, employees, donors and other third parties in order to carry out its mission and mandate. Summit does not use personal

information for purposes other than those identified at the time of collection, except with the consent of the individuals to whom the information relates, or as permitted by the law.

5. YOUR RIGHTS

Subject to certain exemptions, to the extent permitted by applicable law, you have the following rights in relation to the Personal Information we hold about you:

- You have the right to access your personal information.
- You have the right to rectify your personal information if you believe that it is not accurate, complete and/or up-to-date.
- You have the right to withdraw consent to the use and disclosure of your personal information or file a complaint regarding the protection of your personal information.

To exercise any of these rights, please contact the privacy officer mentioned in Section 8.

6. HOW DO WE PROTECT YOUR PERSONAL INFORMATION?

Summit has implemented appropriate and reasonable physical, organizational, contractual and technological security measures to safeguard personal information, that are compliant with applicable data protections laws.

Summit has taken steps to ensure that only those staff members who absolutely must have access to personal information in the course of their duties are authorized to do so.

7. HOW LONG WILL WE RETAIN YOUR PERSONAL INFORMATION?

The Personal Information that we collect, access or process will be retained only as long as necessary for the fulfillment of the purposes for which it was collected and/or for which consent was received, unless otherwise required by law. Personal information that is no longer required to fulfill the identified purposes will be destroyed, erased or made anonymous. Summit will ensure destruction of personal information in a method that prevents improper access.

8. CONTACT US

For any questions or concerns about this Privacy Policy, or to exercise any of the rights that you have in relation to your Personal Information, please contact our Privacy Officer:

Attn: Herman Erdogmus, Director General

privacyofficer@summit-school.com

514-744-2867

1750 rue Deguire

Saint Laurent, Quebec, Canada

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Our Privacy Policy may be revised from time to time. This Privacy Policy was last updated on April 2024.