

## **PRIVACY POLICY**

This is Southwestern Ontario Student Transportation Services (“STS”) privacy policy. This document explains STS's policies for the collection, use and disclosure of personal information.

STS coordinates school bus transportation for its member school boards, and recognizes the importance of privacy and the sensitivity of personal information about the students we transport. STS abides by applicable privacy laws and the requirements of its member school boards.

### **THE INFORMATION WE COLLECT**

STS collects information by various methods including information provided by the school boards it organizes transportation for, the school bus companies that provide the transportation, and information collected directly from students and parents.

The types of personal information we collect include student and parent names, address, contact information, ID numbers, emergency contacts, medical information, and information regarding student conduct (which may include video or audio recordings on school buses).

### **HOW WE USE THIS INFORMATION**

This information is used to supply school bus transportation for students. STS may use aggregate or anonymous information which will not be linked to identified individuals for various other uses for itself and third parties.

### **WHO WE SHARE THIS INFORMATION WITH**

STS does not share personal information with any third parties except as disclosed in this policy. STS discloses personal information to its member school boards and school bus transportation companies as required to provide school bus transportation in a safe manner. STS may provide personal information to STS's, subcontractors and professional advisers (which shall be bound by privacy obligations) to assist STS's uses disclosed herein.

## **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 STS files by contacting the STS privacy officer. If an individual believes that any of their personal information is inaccurate, we will make appropriate corrections.

## **GENERAL**

STS may amend this policy from time to time. If such amendments affect how STS uses or discloses personal information already held by STS in a material way, STS 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 any applicable privacy or other legislation in effect from time to time (such as, for example and without limitation, in emergency situations), or pursuant to court orders.

STS may disclose personal information to another entity purchasing (including for diligence purposes prior to purchase) the assets of STS, provided that entity abides by this or a similar privacy policy.

## **CONTACT US**

For more information on STS and privacy please contact our Privacy Officer at:

Southwestern Ontario Student Transportation Services Privacy Officer

6399 Wellington Road South, London ON, N6N 1N6

[privacyofficer@mybigyellowbus.ca](mailto:privacyofficer@mybigyellowbus.ca)