

## **PRIVACY AND CONFIDENTIALITY POLICY**

Max the Mutt expects all of its employees and instructors to respect and protect the privacy and confidentiality of students, employees, instructors and the company itself. Employees and instructors of Max the Mutt Animation School will, in the course of their duties, come into contact with information of a confidential or sensitive nature. This information can include:

- Student academic and disciplinary records (grades, course status, etc.)
- Student financial records and banking information
- Student medical notes or other personal information
- Employee or instructor financial, tax, medical, and personal information
- Information about Max the Mutt programs or projects still in development; contact and lead databases; or any other intellectual property belonging to Max the Mutt
- Information about school finances, payroll, human resources, and marketing plans
- Any other information which the release of could potentially damage the reputation, public or internal image, trust, or business of Max the Mutt Animation School, its staff, instructors, and students.
- 

To prevent unwanted releases of information, we expect all employees to follow these general guidelines:

- Do not discuss confidential information in public areas or with people who are not authorized to receive such information
- Do not disclose information contained in student records to anyone who does not have the right to access those records
- Prior to releasing grades or other information to a parent of a student, ensure the student has authorized the parent to access such information on a Release of Information form
- Do not leave confidential information lying around in open view
- Do not make unauthorized copies or transfers of any confidential or private information
- Report any violations of this policy, issues, or concerns to management immediately

Noelle Belgrave, Chief Privacy Officer  
Max the Mutt College of Animation, Art and Design  
952 Queen Street West, Suite 300  
Toronto, Ontario M6J 1G8  
Email: [nbelgrave@maxthemutt.com](mailto:nbelgrave@maxthemutt.com)

August 2013

**MAXINE SCHACKER** - Director     **TINA SEEMANN** - Animation Director

Max the Mutt College of Animation, Art & Design  
952 Queen Street West, Suite 300, Toronto, ON M6J 1G8 Canada  
Toll-free: 1-877-486-MUTT Phone: (416) 703-6877 Fax: (416) 703-3930  
[www.maxthemutt.com](http://www.maxthemutt.com)   [info@maxthemutt.com](mailto:info@maxthemutt.com)

Registered as a private career college under the Private Career Colleges Act, 2005