

## EarlyON Child and Family Centre Simcoe North

### Consent Letter

Dear participant,

Thank you for your interest in one of our live EarlyON Interactive Virtual Sessions.

In response to the COVID-19 pandemic and the closures of our centres and Satellite Sites North Simcoe we are switching to a web/video-based communication system called Zoom to connect with families.

As part of the Zoom platform, parents and caregivers are able to interact with Program Facilitators and special guest such as Health Nurses or Resource Consultants via video conferencing.

Under the Municipal Freedom of Information and Protection of Privacy Act, before collecting personal information (ex. Name, email address, phone numbers, etc.) from participants, EarlyON Child and Family Centre Simcoe North requires consent. Please note the information collected through registration will only be used for the purpose of reporting service targets to funding sources and to allow access to our zoom conference rooms.

We do not share this information with any other sources.

To understand what information is being collected by Zoom, we encourage you to visit <https://zoom.us/privacy>. Basically, Zoom will only access aggregate information, across millions of users, to improve service.

We do not record our sessions through Zoom.

The registration through our website will constitute consent for participation in the zoom conference.

Once registered, you will receive an email with the link to the scheduled EarlyON Interactive Virtual Session. With your email link, you will also receive a unique meeting ID and password generated by Zoom. Please to not share this information.

You will also receive this waiver letter in that email.

For more information on **ZOOM** go to:

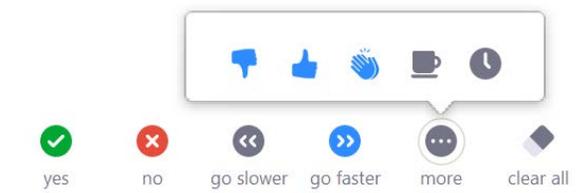
<https://support.zoom.us/hc/en-us/articles/206175806-Frequently-Asked-Questions>

For more information on the ways to stay secure online, please [click here](#).



### Privacy considerations:

- EarlyON staff adhere to a code of confidentiality. We do not share personal information or what is talked about during our sessions. We ask that you also respect the privacy of other participants and also keep information shared private. Having said that, as we are using an online platform we want to be extra careful and suggest you do not share any identifying or sensitive information with us during the live sessions (e.g. child's name, school etc.).
- Please do not share the e-mail link, unique session ID or password with anyone for security purposes
- Please do not record any of these sessions
- A minimum of two facilitators (hosts) will be part of the session. This way we can monitor the technical side of hosting a virtual program. The role of the monitor will include monitoring who has joined the session to ensure only those who have pre-registered are present.
- We have turned off the public chat feature in our meetings. You may private message the hosts using the chat feature regarding any of your questions.
- During a meeting, you may, at any point, use the icons below to communicate with the host privately.



### Things to keep in mind:

- If you are uncomfortable having your video on, or do not have video options on your device, it is fine to listen in and participate via voice chat, or by typing into the chat feature. You also do not have to speak during the live sessions.
- Generally, we suggest you keep your microphone muted to prevent hearing everyone talking at once and background noise and just unmute when you would like to speak.
- Wait for a pause in the discussion to speak.
- As always, we are child and family first – so don't fret if you need to leave the screen to be with your children and meet their needs. If you miss some of the session you can always email in afterwards and we can follow up with you.
- Be sure to join the Zoom meeting with the same information you registered with. EX.: same name or phone number, as we will be cross referencing these to allow access to the zoom room.

