



PRIVACY POLICY

Contact Information: information that enables one to be contacted at a place of business and includes name, position name or title, business telephone number, business address, business email or business fax number.

Disclosure: making personal information available to a third party.

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- 4.3 The Foundation collects personal information primarily from the individual to whom the information relates.

5. Limiting Use, Disclosure, and Retention

- 5.1 Personal information will only be used or disclosed for the purpose for which it was provided to the Foundation. If another use or disclosure is planned, the individual will be contacted and

asked to consent to the proposed use or disclosure. There may be circumstances, however, where

7. Safeguards and Security

- 7.1 The Foundation maintains security measures that are aimed at protecting against the loss or theft, unauthorized access or use, misuse, disclosure, copying or modification of the personal information in its possession and control, irrespective of the medium in which the personal information is stored.
- 7.2 These security measures will vary depending on the sensitivity of the information that has been collected, the amount, distribution, and format of the information and the method of storage. The methods of protection will include: physical measures (i.e. locked filing cabinets and restricted access to offices); organizational measures (i.e. security clearances and limiting information on a “need-to-know” basis); and technological measures (i.e. the use of passwords and encryption).
- 7.3 The Foundation will ensure that all staff are aware of the importance of maintaining the confidentiality and security of personal information. All staff will be required to read and sign a copy of this policy. Casual volunteers (i.e. event volunteers who do not access personal information) will not be required to read and sign a copy of this policy.
- 7.4 The Foundation will take care to ensure that the disposal or destruction of personal information will be accomplished in a secure manner so as to ensure that unauthorized persons do not gain access to the information. Typically, information in paper form will be shredded and information in electronic form will be deleted.

8. Openness

- 8.1 The Foundation shall make readily available to individuals specific information about its policies and practices relating to the management of personal information.
- 8.2 Copies of this policy will be made available upon request and it will be posted on the Foundation section of the website.

9. Access to Personal Information and Correction

- 9.1 Individuals may request access to their personal information that is in the Foundation’s possession or control at any time. Such requests must be made in writing and contain sufficient detail to enable the Foundation to identify the individual and the personal information being sought. After receipt of such a request, and within 30 days, the Foundation will provide you with a complete accounting of your personal information in its possession or control together with an explanation of how that information has been used and is being used and the names of third parties to whom the information has been disclosed (if any). There may be circumstances where the Foundation will not be able to respond within this time frame due to the nature of the request, the volume of the information requested, etc., in which case the Foundation will seek the individual’s agreement to extend the time for response. If an agreement cannot be reached, the Foundation will seek an extension form the Office of the Information and Pr



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History / Revision	
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