



POLICY: GOVERNANCE	NUMBER: 1.7	Page: 1 of 3
SUBJECT: Privacy Policy		
APPROVED: 2009	REVISED/REAFFIRMED: 2016	SUBJECT TO REVIEW: 2020

PREAMBLE:

The Community Foundation of Northwestern Alberta is committed to protecting the privacy of the information of its employees, members, volunteers and other stakeholders. We value the trust of those we deal with, and of the public, and recognize that maintaining this trust requires we be transparent and accountable in how we treat the information that donors choose to share with us.

During the course of our various projects and activities, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this. The following is the policy that will guide the Foundation in achieving this goal.

The Foundation recognizes the safeguarding of personal information as an important risk management activity, and will undertake its duties in this regard with due diligence.

THE POLICY:

The Community Foundation of Northwestern Alberta manages your Information in compliance with Alberta's *Personal Information Protection Act ("PIPA")*, the *Personal Information Protection and Electronic Documents Act ("PIPEDA")* and will comply with Canada's *Freedom of Information and Protection of Privacy Act ("FIPPA")*, or such other legislation as may apply from time to time as required; which govern the collection, use and disclosure of information. The Community Foundation of Northwestern Alberta is bound by the requirements of PIPA, PIPEDA and FIPPA and shall only collect, use or disclose Information in accordance with it.

Personal information gathered by our organization is kept in confidence. Our personnel are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards will be in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. These safeguards will be evaluated regularly for their effectiveness. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed.

We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances. We offer individuals we deal with the opportunity to opt not to have their information shared for the purposes beyond those for which it was explicitly collected.

We are accountable as a Board for the use and potential misuse of personal information. Decisions concerning its disclosure will be made with this accountability in mind, and an understanding of the consequences flowing from the aforesaid misuse.

ACCESS TO PERSONAL INFORMATION

Occasionally, individuals or organizations may request to see what information about themselves the Community Foundation has gathered. In that event, the Community Foundation will provide information about the existence, use or disclosure of the information and provide access to that information, if reasonable.

QUERIES OR COMPLAINTS

The Community Foundation will make readily available specific information about our policies and practices relating to the management of personal information, if requested.

You may register a complaint relating to privacy related matter by contacting the Community Foundation's CEO or designate. We will explain our procedure and inform you about other complaint procedures available. We will investigate all complaints. If in the Board's opinion an objection is justified, we will take all appropriate steps to repair the situation including changing our policies and practices if necessary. Personal information relating to volunteers, job applications and employees are subject to similar protocols.

Contact Information

Questions, concerns or complaints relating to this privacy policy on the treatment of personal information should be directed to:

Chief Executive Officer
Telephone: (780) 538-2820
Facsimile: (780) 532-0672

Further information regarding personal privacy rights may be directed to the Office of the Information and Privacy Commissioner of Alberta:

<http://www.oipc.ab.ca>
Office of the Information and Privacy Commissioner of Alberta
Suite 2460, 801 – 6th Avenue SW
Calgary, Alberta T2P 3W2
Telephone: (403) 297-2728
Toll Free: (888) 878-4044
Facsimile: (403) 297-2711
generalinfo@oipc.ab.ca

or

the Privacy Commissioner of Canada:

<http://www.priv.gc.ca>

Office of the Privacy Commissioner of Canada

112 Kent Street

Place de Ville

Tower B, 3rd Floor

Ottawa, Ontario K1A 1H3

Telephone: (613) 995-2042

notification@priv.gc.ca

MONITORING:

Website and Electronic Commerce

We use password protocols and encryption software to protect personal and other information we receive when a product or service is requested and/or paid for online. Our software is routinely updated to maximize protection of such information.

We regularly review our privacy procedures for our various activities to support our ongoing mandate to maintain compliance with the applicable privacy legislation.

REFERENCES:

Several Foundation committee terms of references and other Foundation policies refer to privacy situations. In all cases the terms of reference and policies are superseded by the definitions and actions contained within this policy.