



POLICY: GOVERNANCE	NUMBER: 1.7	Page: 1 of 3
SUBJECT: Privacy Policy		
APPROVED: 2009	REVISED/REAFFIRMED: 2020	SUBJECT TO REVIEW: 2023

PREAMBLE:

The Community Foundation of Northwestern Alberta (“Foundation”) is committed to protecting the privacy of information regarding its employees, members, volunteers and other stakeholders. Foundation values the trust of the general public and all those we deal with, and recognizes maintaining this trust requires transparency and accountability with respect to how we treat personal information.

Throughout its many projects and activities, the Foundation frequently gathers and uses personal information. Stakeholders from whom information is collected should expect it will be carefully protected and understand that any use of or other reliance upon, is subject to specific consent. The Foundation’s privacy practices are designed to achieve this.

The Foundation recognizes the safeguarding of personal information as an important risk management activity, and consistently and diligently undertakes its duties in this regard.

THE POLICY:

The Foundation 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 Foundation 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 the Foundation is kept in the strictest confidence. Personnel are authorized to access only that personal information related to actual need considering the primary reason it was provided. Safeguards shall ensure the information is not disclosed or shared more widely than necessary to achieve the purpose for which it was gathered. Safeguards are regularly evaluated for effectiveness. Measures are continually taken to ensure maintenance of the integrity of the information and to prevent loss or destruction.

The Foundation collects, uses and discloses personal information only for purposes a reasonable person would consider appropriate in light of the circumstances. The Foundation offers all stakeholders the opportunity to opt out of sharing their information for purposes beyond those for which it was explicitly collected.

The Foundation is accountable to a Board of Directors for the use and potential misuse of personal information. Decisions concerning disclosure shall be made with this accountability in mind, and an understanding of the consequences flowing from any potential misuse.

ACCESS TO PERSONAL INFORMATION

Occasionally, the Foundation may receive specific requests from stakeholders to determine what personal information, if any, has been gathered by the Foundation about them. The Foundation shall respond detailing the existence, use or disclosure of the information and provide access to that information, if reasonable.

QUERIES OR COMPLAINTS

Upon written request, the Foundation will make readily available information regarding policies and procedures specific to the management of personal information.

Complaints relating to privacy concerns may be submitted in writing to the Community Foundation of Northwestern Alberta's CEO or designate. Related procedures will be clearly explained and the Foundation will provide information about other available complaint mechanisms.

All complaints are investigated. If the Board of Directors determines an objection is justified, the Foundation will take all appropriate practical and administrative steps to remedy the situation. 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

The Foundation uses password protocols and encryption software to protect personal and other information received when a product or service is requested and/or paid for online. The Foundation software is routinely updated to maximize protection of such information.

The Foundation regularly reviews privacy procedures for various activities to support our ongoing mandate to maintain compliance with the applicable privacy legislation.

REFERENCES:

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