

From SCF Policy Document

5.02 Privacy	Committee Oversight: Board of Directors	Effective date: May 2018
Approval: Board of Directors		Scheduled Review: Five years
		Page 1 of 2

Purpose: The purpose of this policy is to outline what donors, grantees, volunteers and employees can expect regarding the collection and use of personal information.

Our commitment: The Sarnia Community Foundation is committed to protecting the privacy of personal information of current and potential donors, current and potential grantees, employees, volunteers and other individuals associated with the Foundation. We value the trust of those that deal with us and of the public and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the personal information shared with us.

During the course of our activities as a foundation, we 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 will be subject to consent. Our practices are designed to achieve this.

Defining personal information: Personal information is any information that can be used to distinguish, identify or contact a specific individual. Business contact information and publicly available information such as a name, address and telephone number published in a telephone directory are not considered personal information.

Privacy Practices: Personal information collected by the Foundation is kept in confidence. The Foundation staff is authorized to access personal information based only on their need to deal with the information for the reason it was obtained.

Donors: We collect, use and disclose personal information only for the purposes that a reasonable person would consider appropriate in light of the relationship with the Foundation. We do not sell, rent, exchange or trade our list of donors. We do not disclose email or other personal information about our donors. All donations and donation amounts are kept confidential unless otherwise authorized in writing by the donor.

Grants: Grant applications and the deliberations of the grants committee are kept in confidence. Grant applications are not to be retained by committee members for any period longer than the decision making process. Committee members are to be informed by the Chair of the committee and/or the Chair of the Board of the privacy practices related to the grants process.

Successful grant applicants will be informed by letter and the Foundation will require a release of information regarding the project and how the funds are to be used prior to the release of the funds. Photos of grant recipients and projects will not be used without a signed release of

5.02 Privacy	Committee Oversight: Board of Directors	Effective date: May 2013
Approval: Board of Directors		Scheduled Review: Five Years
		Page 2 of 2

information. One copy of the application will be kept on file at the Foundation office for a period of seven years. All other copies will be destroyed immediately following the grant presentation.

Unsuccessful applicants will be informed by letter and their application and copies destroyed within ten days of the notification.

Website: The Sarnia Community Foundation respects the privacy of the individuals who visit our website. The site does not automatically gather personal information, such as an email address, during the visit. Information voluntarily supplied by an individual through contact via email or the completion of a form may be kept for the purpose that it was provided and becomes subject to the Foundation general privacy policies. Information about the number of times the page is visited, how much time was spent on the site and the number of times a link is used may be collected to help improve the performance of the site and its contents. The Foundation makes no attempt to link this information with any one individual unless an attempt to damage the site has been detected.

Sites that are linked to the Foundation's website are entirely independent from the Foundation and provided as a convenience. The Sarnia Community Foundation is not responsible for the accuracy, reliability, currency and security on any linked site. Viewers are advised to read and understand the privacy policy of any third party site that they visit.

The site's content is provided strictly to act as a resource about the programme and activities of the Sarnia Community Foundation and community foundations in general. It is provided on an 'as is' basis and may be subject to change or updating at any time without prior notice.