



## Privacy Policy

The Community Foundation of Kawartha Lakes is committed to protecting the privacy of the information of its staff, board, associates, donors and other stakeholders. We value the trust of those we deal with, and of the public, and recognize that maintaining this trust requires that 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 will 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.

### **Definition:**

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Exceptions: business contact information and certain publicly available information, such as names, addresses, email addresses and telephone numbers as published in public directories, are not considered personal information.

Where an individual uses his or her home contact information as business contact information as well, we consider that the contact information provided as business contact information.

### **Practices:**

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 are 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. 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.

**Website and Electronic Commerce:**

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

**Updating of Private Policy:**

We review our privacy practices for our various activities and update our policy when required. Please check our website on an on-going basis for information on our most up-to-date practices.

**Contact Information:**

Questions, concerns or complaints relating to the Community Foundation of Kawartha Lakes privacy policy on the treatment of personal information should be e-mailed to [info@kawarthafoundation.ca](mailto:info@kawarthafoundation.ca)  
Attention: Privacy Officer.

Further information on privacy and your rights in regard to your personal information may be found on the website of the Privacy Commissioner of Canada at [www.privcom.gc.ca/](http://www.privcom.gc.ca/)