

PRIVACY POLICY

PURPOSE

Parya Trillium Foundation (“Parya”) is committed to respecting the privacy rights of our employees, volunteers, members, clients, donors and other stakeholders by ensuring that our practices in the protection of the personal information in our custody and control are consistent with the Personal Information Protection and Electronic Documents Act (“PIPEDA”).

Scope

Employees, volunteers, members, clients, donors, other stakeholders.

Definitions

Personal information is any information that can be used to distinguish identify or contact a specific individual.

Exceptions: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information. Information in the public domain is not subject to privacy legislation and as such is not included in this policy.

Personal Information – collection, access, use, sharing, retention

- We only collect, use and share personal information for the purposes we have disclosed and for which we have received consent.
- The collection of personal information is limited to that which is relevant and necessary to our programs and fundraising efforts.
- Access to personal information, including client, donor, volunteer and staff records, is limited to those who require such information for the reason(s) for which such information was obtained, including fulfilling job responsibilities.
- Personal information shall be retained only as long as necessary for the fulfillment of those purposes.
- Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.
- Personal information shall be as complete, accurate and up-to-date as possible. Donors are encouraged to review, correct and update personal information.

Security

Appropriate physical and electronic measures shall be used to ensure personal information is secure. Special protection shall be given to all records pertaining to anonymous donors. The confidentiality of donor and volunteer records shall continue after the relationship with the individual has ended.

Confidentiality

Donors who request that their name and/or the amount of the gift not be publicly released shall remain anonymous.

Further Information

Further information on privacy and your rights in regards to your personal information may be found on the website of the Privacy Commissioner of Canada at www.priv.gc.ca