



Community Foundation
for Kingston & Area

Privacy Policy

Approved on: November 30, 2021

Scope:

This policy applies to all Community Foundation for Kingston & Area personnel, volunteers, and subcontractors.

Policy Statement:

The Community Foundation of Kingston & Area (CFKA) is committed to protecting the privacy of its donors, volunteers, employees, grant recipients and other stakeholders from whom personal and financial information is collected. CFKA adheres to the privacy principles included in the Government of Canada's *Personal Information Protection and Electronic Documents Act* ("PIPEDA").

With CFKA's various projects and activities, personal information is gathered over time. Anyone from whom this information is gathered should expect that it will be protected, it will be used for the purpose for which it was collected, and that any other use of this information will be subject to consent.

Defining Personal Information

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This may include, but is not limited to: name, address, age, income, photograph or and any other information that could be used to identify the individual.

Consent

CFKA collects personal information from individuals and organizations to assist in meeting the identified purposes of the Foundation - to raise funds by way of charitable donations (primarily, but not exclusively) within the greater Kingston area for enhancing the quality of life of the community. These purposes may include the processing and receipting of donations and the provision of information about the Foundation's activities.

This information is not shared beyond the Foundation without the consent of the individual.

Consent can be either express or implied and can be provided directly by the individual or by their authorized representative. Express consent can be given orally, electronically or in writing. Implied consent is consent that can reasonably be inferred from an individual's action or inaction.

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The more sensitive the information (or the greater the potential harm to individuals), the greater the responsibility that the consent is explicit.

Personal information shall be complete, accurate and as up-to-date as possible. The request of donors who wish to keep their name, gift amount, or allocation private shall be honoured.

Individuals have the right to request access to personal information held by the Foundation and to request changes to ensure accuracy and completeness of their personal information.

Individuals may withdraw consent by contacting CFKA unless personal information is required to fulfill our legal obligations.

CFKA uses various communication methods (*Ripples*, website, e-newsletter, *Waves*, and social media) to keep the public informed about CFKA activities and plans. From time to time, names of individuals or organizations will appear in these publications. If at any time an individual or organization does not wish their name used, the CFKA office should be contacted.

CFKA does not sell any personal information.

Safeguards

Appropriate physical and electronic measures shall be used to ensure personal information is secure. Access to donor and volunteer records shall be limited to those who require such information to fulfil their job or volunteer responsibilities in meeting the objectives of the Foundation. The long-term confidentiality of all donor and volunteer records shall be in accordance with the CFKA records-management policy.

Members of the Board of CFKA and all volunteers must sign a confidentiality agreement, and are therefore required to keep confidential all information shared with them directly or indirectly.

Compliance

Two individuals shall be appointed to be responsible for CFKA's continued compliance. The Executive Director should be one and a designated board member to be the second.

Approved by: Board of Directors

Date: November 30, 2021

Signed: Board Chair

Signed: Secretary
