

# Privacy Policy

The Cataraqui Conservation Foundation

The Cataraqui Conservation Foundation is committed to protecting the privacy of the personal information \* of its donors, volunteers and other stakeholders in accordance with current federal and provincial government privacy legislation. \*\* This policy is intended to inform interested parties about the personal information that we collect, how it is used, how we protect its confidentiality and an individual's rights in respect of this information.

The nature of personal information we collect may include:

- Information we receive from individuals such as name, address and other contact information; and,
- Information we receive from individuals in the course of their participation in our events and activities, including financial support.

We obtain consent to collect, use and disclose personal information for the identified purposes before such information is collected for the first time. We also seek the consent of our donors to disclose their name in Foundation publications and reports. Once this consent has been obtained, we do not seek consent again, unless the purpose, use or disclosure of the personal information changes.

The Cataraqui Conservation Foundation uses the information we collect to forward our mission:

- Raising funds to support the Cataraqui Region Conservation Authority's land acquisition projects, conservation education, and related research;
- Acting as the custodian of an endowment fund and any other appropriate vehicles for the retention of funds raised;
- Undertaking directly, conservation related activities; and,
- Encouraging others to undertake conservation related activities.

From time to time, the Cataraqui Conservation Foundation publishes names of individuals in materials that may include, but not be limited to, periodic reports, websites, and multimedia presentations at events. If at any time an individual's and organizations wish their names omitted from published materials, please contact us as indicated at the end of this policy.

Unless otherwise indicated, we will assume that we have authorization to proceed with the use of names in any and future publications.

Personal information gathered by the Cataraqui Conservation Foundation is accessed by members of the Board of Directors and volunteers based solely on

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their need to deal with the information in order to perform their fiduciary and other duties related to the realization of the Foundation' mission.

Members of the Board of Directors of the Cataraqui Conservation Foundation and volunteers are required to sign a confidentiality agreement \*\*\* when they begin their activities with the Foundation, and are therefore required to keep confidential the information shared with them. This prevents unauthorized use of such information.

Individuals have the right to request access to personal information that we have collected, and to request amendments to personal information to ensure its accuracy and completeness. To make a request for access to personal information we may have collected, disclosed or used or to request that personal information be amended, please contact our Secretary at the address below.

We want to ensure that everyone understands our need to collect and use personal information in the realization of our mission. Please feel free to contact us if there are concerns about the collection and use of personal information.

Anyone wishing to withdraw their consent to the use of their personal information for the solicitation of support for our activities related to the above stated mission, has the option of doing so. Simply submit a request in writing to: Secretary, Cataraqui Conservation Foundation, 1641 Perth Road, P.O. Box 160, Glenburnie, Ontario, K0H 1S0

**By facsimile** to (613) 547-6474

**By e-mail** to [fouandatn@cataraquiregion.on.ca](mailto:fouandatn@cataraquiregion.on.ca)

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## \* Definitions:

**Personal information** is any information that can be used to identify a specific individual including race, ethnic origin or colour, age, marital status, religion, education, medical, criminal, employment or financial history, unpublished addresses and unlisted telephone numbers, numerical identifiers such as Social Insurance Number and views and personal opinions.

**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.

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\*\* FEDERAL – PIPEDA. Personal Information protection and Electronic Documents Act  
<http://laws.justice.gc.ca/en/ShowDoc/cs/P-8.6//20090818/en?page=1>

ONTARIO – FIPPA. Freedom of Information and Protection of Privacy Act  
[http://www.e-laws.gov.on.ca/html/statutes/english/elaws\\_statutes\\_90f31\\_e.htm](http://www.e-laws.gov.on.ca/html/statutes/english/elaws_statutes_90f31_e.htm)

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## Cataraqui Conservation Foundation Confidentiality Agreement

In the course of your duties as a Director of the Foundation and/or a volunteer you will have access to personal information the Foundation has gathered in activities to further the Foundation's mission. We are obligated to protect the privacy of the information provided by donors and supporters. By signing this confidentiality agreement you:

1. Confirm that you have read the current Privacy Policy of the Cataraqui Conservation Foundation; and,
2. Undertake to hold in confidence **forever** any personal information held by the Foundation and accessed by you while fulfilling your fiduciary duties and/or volunteer activities.

Signed: \_\_\_\_\_ Dated: \_\_\_\_\_

Please print name here: \_\_\_\_\_

Witness: \_\_\_\_\_ Dated: \_\_\_\_\_

Please print name here: \_\_\_\_\_

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