



PRIVACY POLICY

1 PURPOSE

The purpose of this policy is to set out provisions to ensure that the privacy of donors' personal information is protected, and that the Foundation's practices and procedures are consistent with Canadian and Ontario privacy laws.

All information concerning donors or prospective donors, including their names, addresses and telephone numbers, the names of their beneficiaries, the value of their gift, etc., shall be kept strictly confidential by George Brown College Foundation, its staff and volunteers, unless permission is obtained from donors to release such information.

2 SCOPE

In Canada, organizations must adhere to several regulated privacy policies. All provinces have Freedom of Information Protection and Privacy (FOIP) legislation that governs privacy information for public organizations, and the federal policy Personal Information Protection and Electronic Documents Act (PIPEDA) supersedes any provincial policy that does not meet the federal standard. George Brown College Foundation must also adhere to Canada's Anti-Spam Legislation

<https://ised-isde.canada.ca/site/canada-anti-spam-legislation/en>

The George Brown College Foundation Board of Directors approves the PRIVACY POLICY. In order to ensure that this policy remains relevant, the President of the Foundation will ensure that it is reviewed every three years and recommend any required changes.

3 POLICY

3.1 Use of Information

The Foundation uses donors' information to understand their interests in its mission and to update them on the organization's plans, programs, special events and funding needs. Donor information is shared with the staff, board members, volunteers and consultants only on a "need to know" basis (all staff, board members, volunteers and consultants sign confidentiality agreements).

3.2 Collection of Information

The Foundation shall collect and maintain the following information:

- Contact information: name, address, telephone number, email address, etc.
- Giving information
- Information on events attended received and special requests for program information
- Information provided by the donor in the form of comments and suggestions

3.3 Personal Information

Personal information collected by the Foundation will be used to issue official receipts for charitable purposes, disclosures on the Foundation’s T3010A (Charity Return), and for public recognition in accordance with applicable laws, including Freedom of Information and Protection of Privacy Act (Ontario) (“FIPPA”).

3.4 Donor Anonymity

Any donor may request to remain anonymous. The Foundation will honour all such requests.

3.5 Third-Party Sharing of Information

The Foundation also assures donors that their names and addresses will not be shared with any third party unless permission has been granted by the donor.

3.6 Sale of Information

The Foundation will not rent, sell or share personal information to any third party.

4 SECURITY OF INFORMATION

4.1 Software

The Foundation will always use software and processes that adhere to the Payment Card Industry Data Security Standard, that ensures all credit card information is maintained in a secure environment.

4.2 Electronic Safeguards

The Foundation will maintain electronic and manual safeguards to protect against the unauthorized access to, loss, or alteration of personal information.

5 REMOVAL OF NAME AND CONTACT INFORMATION

A person or organization may request that their name and contact information be removed from any or all Foundation mailing lists. Such requests will be promptly accommodated.

Such requests may be made by sending an email to gbc.foundation@georgebrown.ca or by calling 416-415-5000, Ext. 3083. The Foundation shall immediately process requests of this nature.

POLICY:

APPROVING AUTHORITY:

EFFECTIVE DATE:

MANDATED REVIEW:

PRIVACY POLICY

GBCF BOARD OF DIRECTORS

OCTOBER 12, 2017

October 1, 2026