



PRIVACY POLICY

Rossbrook House Foundation Inc.

Rossbrook House Foundation Inc. is a registered charity which raises funds and makes gifts from funds raised to assist Rossbrook House Inc. in the advancement of its charitable activities.

Charitable Business Number | 80761 4078 RR0001

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PREFACE

Rossbrook House Foundation Inc. (“The Foundation”) is a corporation without share capital and is registered as a charity with the Canada Revenue Agency. The Foundation raises funds and makes gifts from funds raised to assist Rossbrook House Inc. (“Rossbrook House”) in the advancement of its charitable activities.

Rossbrook House operates a community youth centre located at 658 Ross Avenue in Winnipeg, Manitoba, providing a constant alternative to the destructive environment of the streets. Its mission is to give children and youth living in the inner city a safe place to belong, to play, to learn and to become...

The Foundation values the privacy of personal information of parties supporting its work, including donors, event participants, volunteers and third party service providers. All personal information collected is directly related to the fund development activities conducted by The Foundation.

1.0 PURPOSE

This Privacy Policy outlines The Foundation’s commitment to protect the privacy and confidentiality of your personal information. This Privacy Policy complies with the *Privacy Act* and the *Personal Information Protection and Electronic Documents Act of Canada*. This Policy applies to all information collected and all transactions made on behalf of The Foundation.

2.0 ACCOUNTABILITY

The Foundation is responsible for keeping personal information confidential and applying it for the intended purpose(s). A Chief Privacy Officer, designated by the Board of Directors of The Foundation, is responsible for The Foundation’s compliance to this Policy. The Chief Privacy Officer may be reached at the address noted in Section 6.2.

3.0 PERSONAL INFORMATION

Personal information is any information that can be used to identify, distinguish or contact a specific individual. Personal information can include facts about, or related to, an individual, as well as an individual’s opinions or beliefs. Personal information does not include publicly available information such as names, addresses and telephone numbers or business contact information.

4.0 PERSONAL INFORMATION COLLECTION AND USE

- 4.1 In carrying on the activities of The Foundation, personal information is collected about:
- a. donors
 - b. the individuals who participate in events conducted by The Foundation,
 - c. other constituents including the Board Directors, volunteers and staff, independent contractors, and other persons in the community with whom The Foundation interacts.

The privacy of all of these individuals is respected.

4.2 Personal information is collected only for the following purposes, that is, to:

- 4.2.1 identify donors, event participants, and other constituents;
- 4.2.2 establish and maintain responsible relationships with donors, event participants and other constituents;
- 4.2.3 understand the needs, desires, concerns and opinions of donors, event participants and other constituents;
- 4.2.4 solicit, process and collect donations to The Foundation, including issuing tax receipts;
- 4.2.5 in response to constituent requests, provide a copy of their own information;
- 4.2.6 manage and develop The Foundation's fund development activities; and
- 4.2.7 fulfill legal and regulatory requirements.

4.3 The Foundation collects information only by lawful and fair means. This includes information required to complete various forms and documents related to the activities of The Foundation, discussions and exchanges of correspondence with various sources and through day-to-day interactions with, donors, event participants and other constituents.

5.0 PERSONAL INFORMATION COLLECTION AND DISCLOSURE

5.1 The knowledge and consent of the individual are required for the collection, use or disclosure of personal information. The Foundation will make a reasonable effort to ensure that individuals are aware of the purpose(s) for which the information is collected at the time of collection. An individual's consent is required before confidential information is released to outside parties.

5.2 Consent can be given:

- a. in writing;
- b. electronically, either by checking off a box on a response form or by contacting The Foundation;
- c. orally, either in person or by telephone. The time and date of the disclosure will be documented by the Chief Privacy Officer.

5.3 Consent is not required for the collection of personal employee information that is necessary for the administration of the employer/employee relationship.

5.4 There are a variety of circumstances where The Foundation may need to disclose some personal information about donors, event participants or other constituents. However, with the exception of those circumstances where disclosure is required and permitted by law, The Foundation will limit any such disclosure of personal information to a "need to know" and confidential basis.

5.5 The Foundation will also ensure that an individual's personal information is used only for the purpose(s) for which it was collected. Subject to the foregoing, The Foundation may disclose an individual's personal information to the following:

- i. independent contractors, directors or volunteers;
- ii. a third party who requires such information in order to assist in:
 - a. providing information to that individual;
 - b. The general administration and/or operations (including record keeping and fundraising activities);
- iii. Rossbrook House. The Foundation may share personal information with Rossbrook House, including information respecting your support and financial contribution(s) to The

Foundation in order to coordinate the recognition of such support and to update you on the activities of Rossbrook House, invitations to events, and the like.

5.6 The Foundation will not disclose an individual's personal information to any third party for the purpose of enabling that third party to market its products and/or services to that individual.

5.7 The Foundation will advise individuals of their right to refuse or to withdraw consent to the collection, use or disclosure of personal information. The Foundation will record and respect those choices at all times.

6.0 ACCURACY OF PERSONAL INFORMATION

6.1 The Foundation will make every reasonable effort to keep personal information accurate, complete and up-to-date as necessary for the purpose(s) for which it is to be used. In the event that a constituent becomes aware of errors in their personal information, The Foundation would very much appreciate receiving appropriate notification and corrective information. In such an event, The Foundation will correct the information in the records and make reasonable efforts to communicate the error to any appropriate parties that were misinformed.

6.2 To verify, correct or have personal information removed from The Foundation's database, contact The Foundation by e-mail: privacy@rossbrookhouse.ca or in writing at the following address:

Attn: Chief Privacy Officer, Rossbrook House Foundation
658 Ross Avenue
Winnipeg, Manitoba, R3A 0M1

7.0 INTERNET RELATED POLICIES

When one visits www.rossbrookhouse.ca/foundation, the visitor's personal information and email address will not be recorded. The Foundation uses standard web server log files to count visitors and evaluate the site's technical capacity. This information is used to find out how many people visit the website to make the pages more useful to visitors, and to evaluate the site's technical capacity. The Foundation does not send unsolicited email.

8.0 SECURITY SAFEGUARDS FOR INFORMATION STORAGE

8.1 The Foundation will protect personal information in a secure environment by using safeguards that ensure specific individual information will not be made available to any unauthorized person. Paper-based and other similar records containing personal information will be kept in a locked location when not in use. Electronic records will be kept on a secure electronic medium with access protected by password.

8.2 When personal information is no longer required The Foundation will take appropriate procedures to destroy, delete, erase or convert it to an anonymous form.

8.3 The Foundation will educate its employees about the laws surrounding individual rights to privacy and ensures that employees are up to date on The Foundation's policies and procedures for protecting personal information under its control. A breach of privacy may result in disciplinary action up to and including dismissal.

9.0 CHALLENGING COMPLIANCE

The Foundation will investigate all complaints regarding compliance with this Privacy Policy. Resolving such complaints and any concerns related to them is important to The Foundation. If a complaint is found to be justified, appropriate measures will be taken to resolve the complaint including, if necessary, amending The Foundation's policies and procedures. An individual will be informed of the outcome of the investigation regarding their complaint.

10.0 REVIEW AND CHANGES

The Foundation reserves the right, at its sole discretion, to change, modify, add or remove portions of this Privacy Code at any time. At minimum, this policy and its related procedures will be reviewed every three years or as required in the event of legislative changes.

Document History

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