

POLICY MANUAL: FOUNDATION - GOVERNANCE		POLICY: NEW
Heading: Niagara Peninsula Conservation Foundation	Subject: Confidentiality and Privacy	Page: 1 of 1
		Date Approved: December 14, 2018
		Replaces: N/A
APPROVAL: _____		DATE TO BE REVIEWED: EVERY FOUR YEARS

General

The Foundation is committed to protecting the privacy of the information of its employees, members, customers, clients, donors and other stakeholders. We value the trust of those we deal with, and of the public, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that donors choose to share with us. During the course of our various projects and activities, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. This policy is posted on the Foundation's website.

Definition of Personal Information:

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Exceptions: business contact information and certain publicly available information, such as names, addresses, email addresses and telephone numbers as published in public directories, are not considered personal information. Where an individual uses his or her home contact information as business contact information as well, we consider that the contact information provided as business contact information.

Practices:

Personal information gathered by the Foundation is kept in confidence. Our personnel are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed. We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances. We routinely offer individuals we deal with the opportunity to opt not to have their information shared for the purposes beyond those for which it was explicitly collected. We use password protocols and encryption software to protect personal and other information we receive when a product or service is requested and/or paid for online. Our software is routinely updated to maximize protection of such information. A board member or staff member has been designated to respond to questions, concerns or complaints relating to this policy.

Donors:

Board members and staff are required at all times to respect the confidentiality of a donor's name, level of gift and personal circumstances that might identify a donor, if asked to do so by the donor or by motion of the board. Donor requests for confidentiality and anonymity will be strictly respected. Access to donor information will be restricted to only those who need it for the function of their duties. Paper records are kept locked and computer records are protected using password protocols. Donor lists are not shared with any other fundraising organizations. The Foundation does not use outside contract fundraisers.

Contracts/Grants

The Foundation as a necessity, will contract with professional and business corporations and details of all such transactions will be treated with respect and discretion. Information relating to personnel, litigation and property contracts and resulting transactions will be kept confidential.

Meetings

The Board and all its committees act as a whole. Deliberations including the opinions of individual Board and Committee Members will be kept confidential. Third party opinions with respect to contracts or grants applications will be kept confidential. Board members are required to hold in strictest confidence all matters dealt with by the board during in-camera meetings and matters relating to personnel and property.