



# Saskatchewan Community Foundation Privacy Policy

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## 1. Overview and Purpose

The Saskatchewan Community Foundation (the “Foundation”) is committed to protecting the privacy of the information of its Directors, employees, donors, grant applicants and other stakeholders. The Foundation values the trust of those it deals with, and of the public, and recognizes that maintaining this trust requires transparency and accountability in how it treats the information that stakeholders choose to share with the Foundation. During the course of the Foundation’s various projects and activities, the Foundation collects, uses and discloses personal information in accordance with this Privacy Policy.

## 2. Definitions

**Term:** Agency

**Definition:** a charitable partner organization that holds a designated fund with the Foundation.

**Term:** Employee

**Definition:** an employee of the Foundation, and for the purposes of this Privacy Policy only, includes independent contractors performing services within the Foundation.

**Term:** Foundation account

**Definition:** an online account for which a user must register by creating a username and password, including a donor account and a grant application account.

**Term:** Personal Information

**Definition:** Any information that is about an identifiable individual. This information can include, but is not limited to, an individual’s opinions or beliefs, as well as facts about, or related to, the individual. For a registered user of a Foundation account, such information may include (but is not limited to) donation and grant information, level of a gift, billing information, account information, donation and grant records, and any recorded complaints. Exceptions: so-called “business contact information” used to communicate with someone in the context of their work or business and certain published in public directories are generally not covered by this Policy.

**Term:** User

**Definition:** an individual who uses the website or website including anyone who accesses or visits the website or websites.

**Term:** Websites

**Definition:** <https://www.SaskFoundation.ca> as well as any tools, apps, forums, event registration pages, social media pages, context entries, blogs, purchases, and/or donations or grants.



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## 3. Collection

During interaction with the Foundation including in-person, and through physical and virtual interaction, the following personal information may be voluntarily provided if it is reasonably required to provide the services accessed, used or requested:

- a. Information provided when becoming a registered user of a Foundation account or otherwise complete forms on the websites, such as name, email, postal address and phone number.
- b. Log in and password details in connection with any account with the Foundation, including user name.
- c. Information provided to the Foundation in order to give donations, including credit card information.
- d. Information provided when Funds are established or being considered, including contact information, financial information, decision makers, philanthropic goals, recognition preferences, financial representatives, family members, biographical information and photos.
- e. Information provided to the Foundation to apply for and receive a grant, receive funding, or to assess community needs, including a list of the board of directors and officers of the applicant organization, organization financial information, client information, program details and photos.
- f. Information from volunteers when recruiting and onboarding volunteers and managing board, committee, and volunteer work. Information includes contact information, references, biographical information and photos.
- g. Information from staff when recruiting and onboarding staff members and managing business operations, such as contact information, emergency contacts, financial information, biographical information and photos.
- h. Correspondence with Foundation employees, including any questions, concerns or comments about websites or problems reported.
- i. Professional and business corporations transactions.
- j. Information relating to personnel, litigation, and property contracts and resulting transactions.
- k. Comments posted to websites.
- l. Details of transactions and requests.

## 4. Purposes of Collection and Use of Personal Information

The Foundation collects personal information and uses personal information as is reasonably required for the following purposes:

- a. For Registered users of a Foundation account, to establish and maintain the Foundation account and to provide the ongoing services that were requested.
- b. To respond to questions, comments, requests or complaints submitted to the Foundation.



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- c. To process donations.
- d. To provide income tax receipts, when applicable.
- e. To process grant or funding applications.
- f. To establish a Fund and to provide ongoing services.
- g. To manage volunteer engagement.
- h. To manage staff employment.
- i. To invest and administer Foundation funds.
- j. To process registration for certain events.
- k. To provide the electronic or printed communications requested.
- l. To grant access to post information on websites.
- m. To track communications with the stakeholder.
- n. To improve Website experience, including to customize website settings.
- o. To analyze use of the websites and improve the websites.
- p. To verify the identities and account information of registered users who are giving or receiving monies through the Foundation.
- q. Where donors have not requested anonymity, to report to the public the names of all the Foundation's Funds, donations and impact.
- r. To provide stewardship and outreach.
- s. To fulfil a purpose that the Foundation discloses at the time personal information is requested.
- t. To meet legal and regulatory requirements.

Personal information gathered by the Foundation is kept in confidence. The Foundation's employees 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. Personal information will only be collected and used by authorized employees in a manner consistent with the activities of the Foundation and the purposes for which the information was collected. We do not rent, sell or otherwise disclose any of the personal information provided, other than for those purposes identified above. We do not share or otherwise disclose any of the personal information provided to the Foundation, other than as expressly set out in this Privacy Policy.

## 5. Disclosure

The Foundation may share with or disclose personal information to the following parties:

- a. To its service providers for the purpose of enabling these parties to perform a business, professional, charitable or technical support function for the Foundation.
- b. A person who, in the reasonable judgement of the Foundation, is seeking the information as the individual's agent.
- c. To the public, where the personal information is about a donor who has not requested anonymity and the personal information is being disclosed, to report the names of all the Foundation's funds and donors,
- d. To third party or parties or government institutions, when consent is given for such disclosure or the disclosure is required by law.



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- e. For any other purpose for which the individual has provided their consent.

We may also share a donor's name, contact information, donation amount, and tribute information with an Agency, but we will not do so if a donor has requested anonymity. A donor may opt out of such sharing with an Agency at any time.

Photographs, information or other content (the "user content") that is voluntarily submitted, transmitted, uploaded, provided, posted or otherwise made available to websites of personal information may be automatically included in the posting, transmission, upload or submission, including without limitation, user name and email address, and this User Content may be collected and used by others. The Foundation has no control over and is not liable for the collection, use or disclosure of any posted, submitted, transmitted, uploaded, provided or to otherwise made available User Content or included personal information by users of the Websites. Users are responsible for protection of personal information submitted, posted, transmitted, uploaded, provided or otherwise made available on any of the Websites.

## **6. Safeguarding and Retaining Personal Information**

The Foundation is committed to safeguarding personal information.

The Foundation will only retain personal information for as long as it is required to fulfill the identified purpose for which it was collected. The Foundation uses appropriate security measures to protect personal information against risks such as loss or theft, unauthorized access, disclosure, copying, use, modification, or destruction regardless of the format in which it is held. The methods of protection and safeguards used by the Foundation include, but are not limited to, locked filing cabinets, need-to-know access and technological measures, including the use of password, encryption and firewalls. While the Foundation cannot guarantee that risks such as loss, theft, unauthorized access or disclosure of personal information will not occur, the Foundation will make every effort to prevent such unfortunate occurrences.

The Foundation takes care in disposing of or destroying personal information to prevent unauthorized parties from gaining access to the personal information. The Foundation also ensures that its employees with access to personal information are made aware of the importance of maintaining the confidentiality of personal information.

## **7. Requesting Correction, Access, and Deletion**

You may contact us at [info@SaskFoundation.ca](mailto:info@SaskFoundation.ca) to request access to, correct, or delete any personal information that you have provided to us. We will accommodate your request within a reasonable time. Please note that it may not always be possible to accommodate your request depending on the nature of the circumstances or we may no longer be able to provide certain services to you if you request deletion of your information.

## **8. Withdrawing Consent**



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Consent for the collection, use or disclosure of an individual's personal information by the Foundation may be withdrawn at any time, subject to legal or contractual restrictions and reasonable notice. In certain circumstances, an individual's withdrawal of consent may result in the inability of the Foundation to continue providing services to that individual.

## **9. Data Collected via our Website**

The Foundation is strongly committed to protecting the privacy of those who use our website. This site compiles conventional log files to monitor and assess activity including traffic and visits on, and related to, the site. This activity does not specifically identify any individual user without prior notice to the user through use of the site.

The Foundation does not disclose information about individual visits to our website. Neither does it provide the information given to us on our website to outside companies. The information collected is used to improve and enhance the content and services of the website.

## **10. Other Websites**

The Websites may contain links to other websites or Internet resources. When an individual selects one of those links they are contacting another website or Internet resource that may collect information about them voluntarily or through cookies or other technologies. The Foundation has no responsibility or liability for or control over those other websites or Internet resources or their collection, use and disclosure of an individual's personal information.

## **11. Complaints**

Questions, concerns, or complaints about this Privacy Policy and the Foundation's privacy practices may be directed to the attention of the Executive Director at [info@SaskFoundation.ca](mailto:info@SaskFoundation.ca).