



## STANDARDS AND PRACTICES

Policy Name:	PRIVACY POLICY (previously DONOR PRIVACY POLICY)		
Approval Date:	<b>May 22, 2013</b>	ERCF Report #	<b>BD 14/13</b>
Approved By:	Board of Directors		
Review Date:	<b>November 28, 2018</b>	ERCF Report #	<b>BD 11/18</b>
	<b>August 18, 2021</b>	ERCF Report #	<b>BD 16/21</b>
	<b>April 27, 2022</b>	ERCF Report #	<b>BD 12/22</b>
Prepared by:	Tim Byrne, Executive Director		

### POLICY INTENT

The Essex Region Conservation Foundation is committed to engaging and interacting with our donors, corporate partners, government officials, volunteers, and the general public (collectively referred to as 'stakeholders') with integrity, ethics and superior governance and operating standards, in the act of carrying out our mission.

This policy is intended to ensure that our actions are in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA).

### PROCEDURES

The Essex Region Conservation Foundation is committed to respecting the privacy of donors and all stakeholders with whom we interact in accordance with current federal and provincial government legislation. The ERCF collects personal information from its donors and other stakeholders for the purpose of processing donations and issuing charitable receipts, sending letters of thanks, providing information about the causes that donors support, maintaining donation history, sharing announcements, informing and/or inviting supporters to events, and to respond to requests for information.

### SHARING OF PERSONAL INFORMATION

Detailed information about donors and/or other stakeholders, including volunteers, is not shared unless we are legally required to do so. A donor's identity is only shared with permission and for the purpose of promoting their trust in ERCF and to encourage support from other community-minded donors. All requests for anonymity are respected.



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Board members and directors' names are shared when required for grants or other reasonable purposes. We do not share contact information or birth dates without permission or unless legally required to do so.

Volunteer names and contact information is not shared unless legally required to do so.

The Essex Region Conservation Foundation employs no staff, and Essex Region Conservation Authority (ERCA) staff who provide service to the Foundation are accordingly covered under ERCA policies and procedures related to personal information.

Consent for communication with the ERCF is implied with each donation. No information is shared unless we have permission or are legally required to do so. Donors are provided the opportunity to 'opt out' of communication at any time.

## PROTECTION OF SENSITIVE INFORMATION

All donations made through the ERCF website are made through external service providers who specialize in providing on-line security and processing and protecting sensitive information. ERCF does not collect or retain any beyond that required to provide reasonable service to our donors and other stakeholders as identified above.

## INFORMATION RETENTION PERIOD

Information will be retained for an appropriate period to provide good donor, supporter and partner stewardship in keeping with the services listed above. All parties are welcome to have their names removed from our contact and recognition lists. Information is updated as required. Information accuracy is the duty of the Executive Director. Requests for your information can be accessed anytime. Please contact the Executive Director with requests or complaints.

If donors have any questions about this privacy statement, their gifts or the collection of personal information please contact the Foundation at [foundation@erca.org](mailto:foundation@erca.org)