

## **THE GAIRDNER FOUNDATION PRIVACY POLICY**

### **Our Commitment to Privacy**

The Gairdner Foundation (the “**Foundation**”) is committed to protecting the privacy of its sponsors, donors, volunteers and other individuals from whom it collects personal information. We value the trust of those we deal with, and recognize that maintaining this trust requires transparency and accountability in how we collect, use and disclose personal information.

“Personal Information” is any information that can be used to distinguish, identify or contact a specific individual. This information may include whether an individual has volunteered with, donated to or sponsored the Foundation, the nature or amount of an individual’s donation or sponsorship and the individual’s contact information. However, personal information does not include an individual’s business contact information and certain publicly available information, such as names, addresses and telephone numbers that are published in telephone directories.

The Foundation is committed to ensuring that all personal information which is collected, used or disclosed by it is done so in accordance with the following privacy principles:

#### **1. Accountability**

The Foundation is responsible for personal information under its control. Therefore, it has designated individuals who are accountable for its compliance with the privacy principles outlined in this Policy.

#### **2. Identifying Purposes**

The Foundation will identify the purposes for which it is collecting personal information from you at or before the time that such information is collected. These purposes may include fundraising, administration of donations or sponsorships, or providing you with information about our many programs and events across Canada.

#### **3. Consent**

An individual’s consent is required for the collection, use and disclosure of personal information, except in limited circumstances. Consent can be either express or implied. It can be provided directly by the individual or by an authorized representative of the individual. Express consent can be given orally, electronically or in writing. You may limit or withdraw your consent to the collection, use or disclosure of your personal information at any time by contacting us.

#### **4. Limited Collection**

The Foundation limits its collection of personal information to that which is relevant and necessary to our programs, events and fundraising efforts. We collect your information by fair and lawful means – for instance, we do not make unwarranted or intrusive inquiries into a donor’s gift history or personal life.

#### **5. Limited Use, Disclosure and Retention**

The Foundation will not use or disclose your personal information for purposes other than those for which it was collected, except with your consent or as required by law. Your personal information will be retained only as long as is necessary for the fulfillment of those purposes. If personal information is no longer required, it will be securely destroyed.

Donors who request that their names and/or the amount of their gifts not be publicly released shall remain anonymous.

## **6. Accuracy**

The Foundation relies on its volunteers, sponsors and donors to provide us with accurate personal information. We endeavor to maintain your personal information as complete, accurate and up-to-date as possible. Volunteers, donors and sponsors are encouraged to review, correct and update personal information by contacting us. Any updates or corrections will be processed as soon as possible.

## **7. Security Safeguards**

Personal information which is collected by the Foundation will be protected by security safeguards appropriate to the sensitivity of the information. Our staff is authorized to access, use and disclose personal information based only on their need to deal with the information for the purposes for which it was collected.

Appropriate physical and electronic measures will be used by the Foundation to ensure that personal information is secure against loss, theft, unauthorized use, access, or copying. Access to donor, sponsor and volunteer records shall be limited to the staff members of the Foundation who require such information to fulfill their job responsibilities. The confidentiality of donor, sponsor and volunteer records shall continue after our relationship with the individual has ended.

## **8. Openness**

The Foundation will readily make available to individuals specific information about its policies and practices relating to the management of personal information. This Policy is posted on our website. Individuals may request a printed version of this Policy by contacting us.

## **9. Individual Access**

You may access your personal information held by the Foundation, upon request. Individuals are able to review the accuracy and correctness of their personal information and have it amended as appropriate.

## **10. Compliance**

We are committed to being accessible and addressing your inquiries, comments or concerns. If you are concerned about the Foundation's compliance with this Policy, please contact us. The Foundation will investigate all complaints and take appropriate measures to address the situation.

You may contact the Foundation with respect to this Policy at:

The Gairdner Foundation  
MaRS Centre, South Tower  
101 College Street, Suite 335  
Toronto, Ontario M5G 1L7  
Tel: 416-596-9996  
Fax: 416-596-9992  
E-mail: [thegairdner@gairdner.org](mailto:thegairdner@gairdner.org)  
Attention: Privacy Officer

Further information on privacy and your rights in regard to your personal information may be found on the website of the Privacy Commissioner of Canada at [www.privcom.gc.ca](http://www.privcom.gc.ca) or:

Office of the Privacy Commission of Canada  
112 Kent Street  
Ottawa, Ontario  
K1A 1H3