

Policy Name	Privacy Policy
Policy Number	1.05
Last Review Date	2023
Next Review Date	2026
Responsible Committee	Executive Committee

GOVERNANCE

1.05 Privacy Policy

General

The Foundation is committed to protecting the privacy of the information of its employees, members, customers, and other stakeholders. This Privacy Policy applies to the collection, use and disclosure by the Foundation of information about identifiable individuals (“Personal Information”). 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, stakeholders, grantees, members, staff and other stakeholders choose to share with us.

During the course of our various projects and activities, we frequently gather and use Personal Information. Anyone from who we collect such information can 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 a broadly defined term that includes information that is reasonably capable of identifying a particular individual either alone or when combined with information from other available sources. 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. Some examples of Personal Information are name, address, gender, education, income, financial information, medical and genetic information, date of birth, drivers’ license number, SIN, photographs or images of an 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, board members and volunteers 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. Board members, staff and volunteers are required to sign a non-disclosure agreement

prior to their term or commitment to the Foundation. We also take measures to ensure the integrity of this information is maintained and to prevent it 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. The Foundation may use your Personal Information to inform you of our activities, send you surveys, and provide you with updates and acknowledgements/thank-yous.

We may hire other companies (“Service Providers”) to provide limited services on our behalf, such as handling the processing and delivery of mailings, internet Service Providers sending our messages or hosting our website, providing user support, processing payment transactions, performing statistical analyses of our services, and marketing among other Foundation activities (collectively, the “Services”). We will only permit Service Providers access to Personal Information to the extent that it is required to deliver the Services and will require them, through contractual means, to maintain the confidentiality of your information and respect your privacy. Specifically, we will require Service Providers to establish and maintain appropriate safeguards for Personal Information and prohibit them from using Personal Information we transfer to them, except for the purpose of providing the Services, and from disclosing such Personal Information.

We routinely offer individuals we deal with the opportunity to opt not to have their information shared for 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 the protection of such information. If Personal Information changes (such as postal code or email address), or if the individual or organization no longer wish us to retain their Personal Information, we will endeavour to provide a way to correct, update or remove their Personal Information from our records. 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 a 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.

Fund Holder Use of Information:

A Fund Holder may request the names of donors to their fund from time to time. The Fund Holder may receive the name and email of the donors if the donor has not indicated their donation and Personal Information as anonymous. Fund Holders may communicate directly with donors for the purpose of only providing them with a thank you. Solicitation for donations to individual donors is not permitted with the use of a donor’s Personal Information.

Fund Holder Portal:

Fund Holders may have access to the Fund Holder portal in order to access their fund balance and a list of donors to their Fund as well as other information from time to time. If a donor indicates to remain anonymous, the Fund Holder will not have access to the individual's name or information. All amounts donated will not be accessible to the Fund Holder unless explicitly agreed upon by the donor.

Online Donation Portal:

Donors have the option for their donation to remain anonymous to the Fund Holder and the public. Foundation personnel will be able to access a donor's Personal Information to provide them a tax receipt or follow-up for more information.

The following wording will be included on our website and our online donation portal:

If you indicate you wish your donation to remain anonymous, the Yellowknife Community Foundation will not acknowledge your donation publicly or provide your name and contact information to the [Fund Holder]. If you do not indicate you wish your donation to remain anonymous, Yellowknife Community Foundation may publicly acknowledge your donation and may share your name and contact information with the [Fund Holder] in accordance with our privacy policy.

Grant and Scholarship Applicants and Recipients:

The Foundation grantmaking process requires charities, agencies and individuals to provide detailed project and organizational as well as Personal Information. The Foundation's administration and in some cases board or selection committee members will have access to Personal Information of applicants and recipients. This may often be sensitive and will be treated in confidence.

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 grant applications will be kept confidential. Board members are required to hold in the strictest confidence all matters dealt with by the Board during in-camera meetings and matters relating to personnel and property.

Website:

The Foundation may collect information about your visit to our website, including the pages you view, the links you click, and other actions taken within our websites. We also collect certain standard information that your browser sends to every website you visit, such as your IP address, browser type and language, access time and referring website addresses. The Foundation uses "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page

server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issues the cookie to you. You can accept or decline cookies. Most web browsers automatically accept cookies. Please note that you choose to decline cookies, you may not be able to fully experience the interactive features of our websites.

The Foundation's webpages may contain electronic images known as web beacons – sometimes called singly-pixel gifs – that allow the Foundation to count users who have visited those pages and to deliver co-branded services. www.ykcf.ca may include web beacons in promotional e-mail message or newsletters to determine whether messages have been opened and acted upon.

The Foundation may from time to time include links to other websites. Please be aware that we do not claim any responsibility for the privacy practices of such other sites. We encourage our users to be aware when they leave our sites to read the privacy statement of every website. This Privacy Policy applies solely to Personal Information collected by websites owned by the Foundation.

Implementation:

The Foundation encourages you to periodically review this Privacy Policy. The Foundation welcomes your comments regarding this Privacy Policy. If you believe that the Foundation has not adhered to this Policy or would like to access or request an amendment to your Personal Information being held by the Foundation, please contact the Foundation by telephone or e-mail using the contact information below.

Email: information@ykcf.ca

Phone 867-446-4527

Website: www.ykcf.ca

Monitoring: This policy will be reviewed every three years.

Board Acceptance: This policy was approved/reaffirmed by e-vote on February 7th, 2023.