



Colchester East Hants
Health Centre Foundation
Rooted in community support.

Privacy
Policies and Procedures

Approved April 13, 2004
Reviewed May 14, 2013

Our Commitment

The Colchester East Hants Health Centre Foundation is committed to protecting the privacy of our donors and other individuals about or from whom we collect personal information. We recognize that our donors trust us to treat their information appropriately and are committed to protecting the confidentiality of this data. We endorse and comply with the Donor Bill of Rights developed by the American Association of Fund Raising Counsel, the Association for Healthcare Philanthropy, the Council for Advancement and Support of Education and the Association of Fundraising Professionals.

The following principles are based on the Canadian Standards Association Model Code for the Protection of Personal Information and reflect our commitment to safeguard donor's personal information.

1. We protect your personal information

All employees, agents and authorized service providers of the Colchester East Hants Health Centre Foundation are required to protect the confidentiality of your personal information.

2. We collect, use and disclose personal information only for certain purposes that we identify to you

We collect, use or disclose information only to:

- Help us in our fundraising campaigns
- Process and receipt your donation in compliance with Canada Revenue Agency requirements
- Provide you with information about Colchester East Hants Health Centre Foundation
- Respond to any of your information requests
- With your consent, recognize you publicly for your donation

3. We will obtain your consent

We collect, use or disclose your personal information with your permission. That permission may be expressed in writing or be implied, and you may give it to us verbally or electronically.

You may withdraw your permission to collect, use and disclose your personal information at any time, subject to legal and contractual restrictions and reasonable notice. If you prefer to remain anonymous, please indicate so by checking the appropriate box on the donor card or by contacting the Foundation office.

4. We limit the collection of personal information

The Foundation will limit the collection of personal information to that which is necessary for the purposes identified. Information will be collected by fair and lawful means. The Foundation does not collect any personal health information other than that which is volunteered directly by you.

5. We limit use, disclosure and retention of your personal information

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with your consent or as required by law. The Foundation does not trade, rent or sell any personal information to third parties.

Personal information will be kept only as long as it is necessary to satisfy the purposes for which it was obtained, or as required by law. When personal information is destroyed, we will use safeguards to prevent unauthorized parties from gaining access to that information during the process.

6. We will keep information accurate

The Foundation ensures that personal information is accurate, complete and up to date as necessary for the purposes for which it will be used. You may change or modify any personal information previously provided to the Foundation by writing to the Executive Director, Colchester East Hants Health Centre Foundation, 600 Abenaki Rd, Truro, NS B2N 5A1 or emailing crh.foundation@cehha.nshealth.ca

7. We safeguard your personal information

All personal information is protected with physical, electronic and managerial security safeguards appropriate to the sensitivity of that information. Access to personal information is restricted to Foundation employees, agents and authorized service providers who need it to do their jobs. All Foundation employees and Directors must sign a Confidentiality Agreement. We maintain appropriate technical and organizational safeguards to protect your personal information against loss, theft, unauthorized access, disclosure, copying, use or modification.

8. We will be open about our privacy practices

The Foundation will make available to you our policies and practices relating to the management of personal information.

9. We allow you to access your personal information

You may ask whether we hold any personal information about you, ensure that it is accurate and to see that information, as provided by the law.

10. We adhere to the Canada Anti-Spam Legislation

Canada's Anti-Spam Legislation (CASL) came into effect on July 1, 2014 and applies to commercial electronic messages and to ensuring that the recipient has given permission to receive such messages. According to CASL, as registered charity the Colchester East Hants Health Centre Foundation is able to contact our supporters and potential supporters as long as the primary purpose of the message is to raise funds or update the recipient on Foundation activities. Should

you be unwilling to receive such messages, please contact the Foundation to be removed from future contacts.

11. You may register a complaint

Questions, concerns or complaints shall be addressed to the Executive Director of the Foundation. We will investigate all complaints. If an objection is justified, we will take all appropriate steps to repair the situation, including changing our policies and practices if necessary. Personal information relating to volunteers, job applicants and employees are subject to similar protocols.

Approved by the CRH Foundation Board April 13, 2004