



The Community Foundation of Campbellford/Seymour and Northumberland is committed to protecting the privacy of the personal information of its donors, employees and other stakeholders. The Foundation values the trust of those we deal with, and of the public and recognizes that maintaining this trust requires transparency and accountability in how the information that people choose to share is treated.

During the course of our various projects, programs and activities, the Foundation may gather and use personal information. Anyone from whom the Foundation collects such information should expect that it will be carefully protected and that any use of, or other dealings with, this information is subject to consent. The Foundation's privacy practices are designed to achieve this.

As a regular course of business, the Foundation reports to the public specific details of all its endowment funds and donors. This information is printed in the Foundation's annual report each year and that document is available and can be requested with proper mailing information to CFCSN. Anonymity is available as requested.

What is "personal information"?

Under PIPEDA (Personal Information Protection and Electronic Documents Act), personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form, such as:

- age, name, ID numbers, income, ethnic origin, or blood type;
- opinions, evaluations, comments, social status, or disciplinary actions; and
- employee files, credit records, loan records, medical records, existence of a dispute between a consumer and a merchant, intentions (for example, to acquire goods or services, or change jobs).

What is not covered by PIPEDA?

There are some instances where PIPEDA does not apply. Some examples include:

- Personal information handled by federal government organizations listed under the [Privacy Act](#);
- Provincial or territorial governments and their agents;
- Business contact information such as an employee's name, title, business address, telephone number or email addresses that is collected, used or disclosed solely for the purpose of communicating with that person in relation to their employment or profession;
- An individual's collection, use or disclosure of personal information strictly for personal purposes (e.g. personal greeting card list);
- An organization's collection, use or disclosure of personal information solely for journalistic, artistic or literary purposes.

Unless they are engaging in [commercial activities](#) that are not central to their mandate and involve personal information, PIPEDA does not generally apply to:

- [not-for-profit and charity groups](#)

Privacy Practices

- Personal information gathered by the Foundation is kept in confidence.
- Foundation staff 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 staff consistent with the activities of the Community Foundation of Campbellford/Seymour and Northumberland.**
- The Foundation takes measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed.
- The Foundation collects and uses personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances.

Website and Electronic Communications

The Community 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.

We do not disclose information about individual visits to www.cfcsn.ca. Neither do we provide the information given to us on our website to outside companies. The information we collect is used to improve and enhance the content and services of the website.

PIPEDA does not generally apply to charities, associations and other similar organizations, but the Foundation provides our members, donors or supporters with an opportunity to decline to receive further communications.

Contact Information

Questions, concerns or complaints relating to the Foundation's privacy practices or the treatment of personal information should be e-mailed to: info@cfcsn.ca and include "**Privacy**" in your subject line. Alternately, you can phone us at 705-653-2005.

Information on Privacy

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 <https://www.priv.gc.ca/en/> or by calling 1-800-282-1376.