



## Causeway Foundation Privacy Policy

Causeway Foundation is committed to respecting the privacy of our donors, their families, and our employees by adhering to the privacy principles set forth in the Personal Information Protection and Electronic Documents Act (PIPEDA).

The Foundation, at or before the time personal information is collected, will identify the purpose for which personal information is collected. The primary purposes are fundraising, statistics and meeting legal and regulatory requirements. Specifically, this includes processing gifts, issuing receipts, mailing of newsletters, direct mail, phoning donors, sending invitations to events, and keeping donors about services.

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual, or as required by law.

Personal information will be retained by the Foundation for whatever periods are required by legislation governing our operation and/or the information provided, plus three years, after which time (unless consent is given to keep information for a longer period) the information will be destroyed in a secure manner. Personal information regarding donors of planned gifts will be kept until the death of the donor, plus ten years.

The Foundation will assume consent is granted unless a donor indicates otherwise.

Individuals may withdraw consent at any time and in many ways. For example:

- By calling us at (613) 725-3494
- By sending an email to [info@causewayfoundation.org](mailto:info@causewayfoundation.org)
- In writing

The Foundation has security safeguards in place that protect personal information against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification. Methods of protection include:

- Physical measures, for example, locked filing cabinets and restricted access to offices;
- Organizational measures, for example, limiting access on a "need-to-know" basis, and
- Technological measures, for example, the use of passwords.

On request, an individual will be informed of the existence, use and disclosure of their personal information, and will be given access to that information. An individual may challenge the accuracy and completeness of the information, and have it corrected or amended as appropriate.

The Foundation will respond to an individual's request within a reasonable time and at minimal or no cost to the individual.