



vancouver  
foundation

# Privacy Policy

For Vancouver Foundation Donors,  
Potential Donors, Volunteers and Employees

Policy Created: 2007  
Policy revised: 2019  
Approved by: Board of Directors  
Approval date: July 15, 2019



## **Our Commitment to Privacy**

Vancouver Foundation is subject to the British Columbia *Personal Information Protection Act* (PIPA). Vancouver Foundation recognizes the value of its relationships with donors, potential donors, volunteers and employees, and is committed to protecting their privacy. It is the Vancouver Foundation's goal to not only meet the requirements of British Columbia's privacy laws, but to exceed the requirements by implementing best practices with respect to the collection, use, disclosure and security of personal information.

In addition, Vancouver Foundation requires our third-party service providers to demonstrate full compliance with our privacy obligations, principles and processes outlined in this policy.

## **About Vancouver Foundation**

Vancouver Foundation, established in 1943, works with individuals, corporations and charitable agencies to create permanent endowment funds and then uses the income from those funds to support thousands of charities.

Every year, through the generous support of donors, Vancouver Foundation funds hundreds of innovative projects in areas such as arts and culture, education, children and youth issues, environment, animal welfare, community health, and social development.

Vancouver Foundation brings together donors, non-profits and charities, government, media and academic institutions, local leaders, and passionate individuals to build meaningful and lasting change in the province of BC.

## **Consent**

By using the Vancouver Foundation's services, you consent to the use of your personal information as described in this Privacy Policy. Except as set forth in this Privacy Policy, your personal information will not be collected or used for any other purpose without your consent. We will not actively collect personal information for the purpose of sale or marketing in a way that specifically identifies you. In other words, we don't sell user data. Individuals may withdraw their consent at any time, by any means, with reasonable notice to the Vancouver Foundation; however, consent cannot be withdrawn retroactively.

Our websites may contain links to other sites that are not operated by Vancouver Foundation. If you access a third-party link, please note that you are no longer covered by the Vancouver Foundation's privacy policy. We strongly advise you to review the privacy policy of every site you visit. We have no control over, and assume no responsibility for, the privacy protection practices of any third-party sites or services.

## **Types of Information Collected**

Vancouver Foundation does not collect information indiscriminately. The types of information collected are limited to only that which is necessary and reasonable to fulfill its purposes. The Vancouver Foundation collects personal information by lawful means and does not intentionally mislead individuals about the purposes for which information is being collected.

Some of the types and means by which personal information is collected by Vancouver Foundation include:

- (a) Information is collected automatically from the Vancouver Foundation and On the Table websites, including:



- the Internet Protocol Address and domain name used (the Internet Protocol address is a numerical identifier assigned either to the donor's Internet service provider or directly to the donor's computer; this address can be translated to determine the domain name of the donor's service provider, e.g. vancouverfoundation.ca);
- the type of browser and operating system;
- the date and time of the visit; and
- the web pages or services accessed.

Vancouver Foundation may use third party services that collect, monitor and analyze the above information to increase our websites' functionality. These third-party service providers have privacy policies addressing how they use such information.

(b) Vancouver Foundation may collect and record personal information provided to us by an individual through correspondence, conversations, meetings, conferences, donations, or other forms of communication.

(c) Information may be collected from public sources.

These types and means by which personal information is collected by the Vancouver Foundation are not intended to be an exhaustive list, and the Vancouver Foundation may collect personal information about an individual from time to time by other means as is consistent with its purposes.

#### Information Obtained Automatically - Cookies

Vancouver Foundation uses remarketing services to advertise on third party websites to you after you visited our websites. We, and our third-party vendors, use cookies to inform, optimize and serve ads based on your past visits to our websites. In certain circumstances, your implied consent to our accessing, using or disclosing may be provided if you do not instruct your web browser to refuse all cookies or to indicate when a cookie is sent or if you do not opt out of other services.

A cookie is a small data file that websites commonly send to browsers. A cookie file contains information that can identify users. Cookies don't identify people personally, but rather identify an individual's computer when they visit our site (which could potentially enable your identification). A cookie cannot read data off hard disks or read cookie files created by other sites. Vancouver Foundation will not use this computer identification to further identify individual users. A browser can be set to warn the computer user before accepting cookies. In this case, the computer user will receive the warning message with each cookie. The computer user may choose to refuse cookies by turning them off in their browser; however, if you do not accept cookies, you may not be able to use some of our services. If you do not instruct your browser to refuse all cookies or to indicate when a cookie is being sent, your consent to our use of the Personal Information may be implied.

#### **Use of Personal Information**

Collected personal information will only be used by authorized Vancouver Foundation staff, to fulfill the purpose for which it was originally collected, for specific purposes if directed by the individual from whom the personal information is being collected, or for a use consistent with the original purpose.

We may also use your personal information to contact you with newsletters, marketing or promotional materials and other information that may be of interest to you. You may opt out of receiving any, or all, of these communications by following the unsubscribe link or the instructions provided in any email we send.



We may employ third party companies and individuals to facilitate our services, to provide the service on our behalf, to perform service-related services or to assist us in analyzing how our service is used. These third parties have access to your personal information only to perform these tasks on our behalf and are equally obligated not to disclose or use it for any other purpose.

### **Personal Information Disclosures**

Vancouver Foundation treats personal information in our custody and/or control with the highest degree of confidentiality and only discloses it for the purpose for which it was collected, as required by law, or in specific circumstances with the consent of the relevant individual.

We have put in place contractual and other organizational safeguards with our staff to ensure a proper level of protection of your personal information.

Vancouver Foundation does not sell, share or disclose your personal information to others for any type of mailing list. We will not disclose or transfer your personal information to third parties without your permission, except as specified in this Privacy Policy.

Your personal information may be available to the Canadian government or its agencies under a lawful order, irrespective of the safeguards we have put in place for its protection.

### **Security**

Vancouver Foundation protects your personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal. Security measures have been integrated into the design, implementation and day-to-day operating practices as part of the Vancouver Foundation's commitment to the protection of the personal information we hold.

Employees are made aware of the importance of maintaining the confidentiality of personal information, and we exercise care in the disposal and destruction of personal information to prevent unauthorized parties from gaining access to it. All employees and volunteers having access to personal information are required to sign an oath of confidentiality.

Our methods of protection include physical measures (e.g. locked filing cabinets, restricted access to offices), organizational measures (e.g. security clearances and limiting access on a 'need-to-know' basis) and technological measures (e.g. the use of security passwords and encryption). Our services are located in Canada and all personal information is stored within Canada.

Third parties are required to safeguard personal information entrusted to them in a manner consistent with the policies of Vancouver Foundation, and are required to sign a confidentiality agreement as part of all contracts. Examples of third parties include mailing services and data analysis providers.

### **Access to Information**

You are entitled to access your personal information that the Vancouver Foundation has in its custody and control. To request a copy of your personal information, please submit a request to the Vancouver Foundation Privacy Officer at the contact information provided below. We will respond to all requests for information within 30 days.



## **Policy Updates**

This policy will be reviewed every three years, or as required to ensure compliance with changes in law.

## **How to Contact the Privacy Officer**

Inquiries, complaints or access requests should be addressed to: Privacy Officer, Vancouver Foundation, Suite 200, 475 West Georgia Street, Vancouver BC V6B 4M9; email: [privacy@vancouverfoundation.ca](mailto:privacy@vancouverfoundation.ca), phone: 604-688-2204; fax: 604-688-4170