

Privacy Policy Acknowledgment

Mission

We use the outdoors, including wilderness canoe trips, to create a transformative environment in which our youth develop life skills, social competencies, and resiliency, thereby fostering their own personal success. We partner with our youth, supporting them as they carry these skills and successes forward to manage the complex challenges of their lives.

Accountability

Project Canoe is committed to protecting the privacy of the personal information of our donors, campers, staff, volunteers, board members, agencies, local communities and other stakeholders. Project Canoe values the trust of the individuals we serve, our volunteers, the public, and those with whom we partner, and we wish to maintain that trust. Our Privacy Officer is responsible for ensuring adherence to our privacy policy and practices.

Collection of Personal Information

During the course of running our programs and services, we gather personal information, including from our donors, local agencies, volunteers, and campers. Information may be collected through the completion of forms, interviews, our website and special events. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of this information will be subject to consent obtained at the time of collection. To the extent that Project Canoe seeks to use such information for any other purposes, consent will again be obtained.

We only collect information, by fair and lawful means, necessary to fulfill identified purposes, such as maintaining an accurate membership database, organizing fundraising activities, notifying members of our activities and recruiting campers. Personal information may be used, among other things, for screening applicants before entry into our program, treating medical issues which arise during participation in our program and tracking and improving program design and delivery.

Defining Personal Information

Personal information is any information that can be used to distinguish, identify or contact a specific individual, including an individual's opinions or beliefs, as well as facts about, or related to, the individual. Social Insurance and Provincial Health Numbers, medical history, age and marital status would be examples of personal information, but personal information does not include certain publicly available information, such as names, addresses and telephone numbers.

Privacy Practices

Personal information gathered by Project Canoe is kept in confidence. Our personnel are trained to understand and adhere to our privacy policy and practices, and 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 purposes for which it was gathered.

We also take measures to ensure that the integrity of this information is maintained. Personal information is retained for an indefinite period and will be protected unless the individual requests the return or destruction of the information, except for health information which is retained for seven years as required by law. All personal information contained in paper format is destroyed by shredding. Electronic information is destroyed by deletion and if hardware is discarded, the hard drive is physically destroyed.

Website and Electronic Commerce

Project Canoe uses services requiring password protocols and encryption to protect personal and other information we receive when information is received online, including in connection with a donation. All third party service providers must be in compliance with the *Personal Information Protection and Electronic Documents Act* and have an established and published privacy policy. This Privacy Policy is available on our website (www.canoe.org) or a hard copy can be obtained by contacting our Executive Director.

Updating of Privacy Policy

Project Canoe regularly reviews its privacy practices. Any revisions to the policy will be made available on our website. We reserve the right to update our privacy policy without notice to our stakeholders.

Contact Information

Your privacy is important to us. Questions, concerns or complaints relating to our privacy policy or the treatment of personal information should be sent to our Executive Director contactable at gillian@canoe.org

Email: info@canoe.org

The Privacy Officer will acknowledge receipt of any complaint and ensure that it is investigated promptly. The person making the complaint will be provided with a formal decision including reasons in writing. Further information on privacy and your rights in regard to your personal information may be obtained from the Privacy Commissioner of Canada, 112 Kent Street, Ottawa, Ontario K1A 1H3.

This privacy policy is made under the *Personal Information Protection and Electronic Documents Act* and is effective November 7, 2006.