



Policy Name: Privacy Policy

Original Date	Review Date
	Dec. 2019

OUR COMMITMENT TO PRIVACY

The Shevchenko Foundation is committed to protecting the privacy of the personal information of our donors, fundholders, prospective donors, board members, staff, volunteers and other stakeholders. The Shevchenko Foundation values the trust of those we deal with, and of the public, and recognizes that maintaining this trust requires that we be transparent and accountable in how we treat the information that is shared with us. This Privacy Policy explains how the Shevchenko Foundation collects, uses, and discloses the personal information you may provide.

WHAT IS PERSONAL INFORMATION?

“Personal information” means information about an identifiable individual, but does not include the name, title, or business address, telephone number or email of an employee of an organization. Personal information may include, for example: age, name, address, personal email address, telephone number and credit card number.

WHY DO WE NEED TO COLLECT PERSONAL INFORMATION ABOUT YOU?

The Shevchenko Foundation collects your personal information that you have voluntarily provided and will use your personal information as is reasonably required for the following purposes:

- a. to process donations and provide income tax receipts;
- b. to process applications;
- c. to invest and administer Shevchenko Foundation Funds;

- d. if you are a fundholder, to establish and maintain your fund and to provide the ongoing services that you request;
- e. to process your registration for certain events;
- f. to provide you with the electronic communications you request;
- g. to track communications with you;
- h. to verify the identities and account information of *stakeholders* who are giving or receiving monies through the Shevchenko Foundation;
- i. where donors have not requested anonymity, to report to the public the names of all the Shevchenko Foundation funds and the names of donors;
- j. to respond to questions, comments, requests or complaints that you submit to the Shevchenko Foundation;
- k. to fulfill a purpose that we disclose to you when we request your personal information; and
- l. to meet legal and regulatory requirements.;

The Shevchenko Foundation collects, uses and discloses personal information from our board members and other volunteers to keep them informed about our activities, assist them in performing their roles in the organization, and comply with federal and provincial guidelines and reporting requirements.

The Shevchenko Foundation collects, uses and discloses personal information from our employees to assist in administering employee benefit programs, accommodate disabled individuals in the workplace, assist employees with illnesses or injuries in returning to work, support their ongoing training and development, and comply with federal and provincial guidelines and reporting requirements.

HOW DO WE CONTROL AND PROTECT YOUR PERSONAL INFORMATION?

We only collect and use personal information that is necessary for the intended purpose. We keep your information for only as long as necessary and maintain its confidentiality when it is destroyed. We use reasonable efforts to ensure that you are advised of the identified purposes for which personal information will be collected. We make sure that your personal information is kept accurate, complete and up-to-date for our purposes. We protect your information from unauthorized access or use through physical and electronic security safeguards and limit access to only authorized persons and only when necessary. All our board members, staff, volunteers and the other people working at the Shevchenko Foundation sign confidentiality agreements that require the safeguarding and proper use of your personal information.

HOW CAN YOU BE SURE THAT YOUR PERSONAL INFORMATION IS BEING PROPERLY COLLECTED, USED AND PROTECTED?

You can ask us about our privacy practices at any time. Our Privacy Policy is posted on the Shevchenko Foundation website. Upon written request and with reasonable notice, you can access your own personal information, challenge its completeness and accuracy and seek to have it amended.

INQUIRIES

To submit an inquiry, complaint, request a review of your personal information, correct or update your personal information, withdraw your consent or request more information contact:

Executive Director
Shevchenko Foundation
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