

Quesnel Community Foundation Privacy Statement and Donor Bill of Rights

PRIVACY STATEMENT

The Quesnel Community Foundation (QCF) respects your privacy. We undertake to protect your personal information and to adhere to all legislative requirements with respect to protecting the privacy of your personal information. We do not rent, sell or trade our mailing list. All information you provide will be used solely to deliver services and to keep you informed and up to date on the activities of the QCF. Information provided may include updates on programs, services, special events, funding requirements of the QCF and other opportunities to be involved generally in the activities of the QCF. If at any time you wish to be removed from our contact list, please contact us at 250-992-6190 or by e-mail at qcfoundation@shaw.ca and we will gladly accommodate your request.

OUR COMMITMENT TO PROTECTING YOUR PRIVACY

The QCF is committed to protecting the privacy of personal information of its staff, members, benefactors, beneficiaries and other stakeholders. We value the trust of those we are associated with, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information you choose to share with us. During the course of our activities we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of this information is subject to consent. Our privacy practices are designed to achieve this for your benefit.

WHAT IS PERSONAL INFORMATION?

Personal information is any information that can be used to distinguish, identify, or contact a specific individual. You are welcome to review the information we have on your contact file at any time. Business contact information and certain publicly available information such as names, addresses, and telephone numbers as published in local phone directories are not considered personal information. As well, we consider that where an individual uses his or her home contact information as business contact information, the contact information provided is business contact information and is not therefore subject to protection as personal information.

OUR PRIVACY PRACTICES

Personal information, as defined in the Privacy of Personal Information and Electronics Document Act (PIPEDA) and in the Provincial Legislation known as the Personal Information Protection Act (PIPA) gathered by the QCF is kept in confidence. Our personnel are authorized to access personal information based only on their need to deal with the information and for the reasons that the information was obtained. Safeguards have been put in place to ensure that your personal information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was initially gathered. We also take measures to ensure that the integrity of this information is maintained and to prevent loss or damage to same. We collect, use and disclose personal information only for the purpose that a reasonable person would consider appropriate in light of the circumstances. We undertake that personal information provided to the QCF will not be shared or used for purposes beyond those for which it was initially collected without your written authorization and consent. Personal information may be disclosed by QCF to a person who, in the QCF's reasonable judgment, is seeking such information as an agent for

the specific individual. For example, QCF may provide such information to an individual's legal or accounting representative if the QCF is reasonably satisfied that the party requesting the information is doing so on behalf of and with the knowledge and consent of the party whose information is being sought.

QUESNEL COMMUNITY FOUNDATION DONOR BILL OF RIGHTS

Contributions to the Quesnel Community Foundation are based on the voluntary action of members of our community for the common good of the community. It is the tradition of giving and sharing that is primary to the quality of life within our community and it is the enhancement of this quality of life to which the Quesnel Community Foundation is dedicated. To ensure that philanthropy merits the respect and trust of the general public and that donors and prospective donors can have full confidence in the QCF and the causes and endeavours supported by same, we declare that all donors have these rights:

1. To be informed of the organization's mission, of the way the organization intends to use donated resources, and of its capacity to use donations effectively for their intended purposes.
2. To be informed of the identity of those serving on the organization's governing board, and to expect the board to exercise prudent judgment in its stewardship responsibilities.
3. To have access to the organization's most recent financial statements.
4. To be assured their gifts will be used for the purposes for which they were given.
5. To receive appropriate acknowledgement and recognition.
6. To be assured that information about their donations is handled with respect and confidentiality to the extent provided by law.
7. To expect that all relationships with individuals representing organizations of interest to the donor will be professional in nature.
8. To be informed whether those seeking donations are volunteers, employees of the organization, or hired solicitors.
9. To have the opportunity for their names to be deleted from mailing lists that an organization may intend to share.
10. To feel free to ask questions when making a donation and to receive prompt, truthful and forthright answers.

The text of the donor bill of rights set out above is taken in part from the statement developed by the American Association of Fund Raising Counsel (AAFRC), Association for Healthcare Philanthropy (AHP), Counsel for the Advancement and Support of Education (CASE) and the Association of Fundraising Professionals (AFP).