

# SELKIRK & DISTRICT COMMUNITY FOUNDATION INC.

## PRIVACY POLICY

This policy is to set out the privacy practices for the Selkirk and District Community Foundation and its website, [www.sdcf.ca](http://www.sdcf.ca), which are compliant with all provincial and federal legislation but not limited to the *Manitoba Freedom of Information and Protection of Privacy Act (FIPPA)* and the federal *Personal Information Protection and Electronic Documents Act*.

### **What is Personal Information?**

Personal information is any information that can be used to distinguish, identify or contact a specific individual such as an individual's address, birth date, email address or phone number. The Selkirk and District Community Foundation is committed to protecting the privacy of the personal information of its donors, employees, stakeholders as outlined in this policy and the Foundation's Conflict of Interest Policy. Any personal information provided to the Foundation will not be released, sold or rented to any third party.

### **Our Privacy Practices**

Personal information gathered by the Foundation is kept in confidence and is only used by authorized individuals consistent with the activities of the Foundation and for the purpose of which the information was collected.

Specific details of the Foundation's Endowment Funds and donors are reported to the public, as published on the website at [www.sdcf.ca](http://www.sdcf.ca), unless anonymity is requested by the donor.

### **Website**

The Foundation will use; passwords, encryption software and firewalls to ensure privacy and to protect personal and other information that is received online. Software is routinely updated to maximize protection of such information.

The Selkirk and District Community Foundation is strongly committed to protecting the privacy of those who use its website. This site compiles conventional log files to monitor and assess activity related to visits to the site. The information collected is used to improve and enhance the content and services of the website. No data is provided to any vendor or company.

## Questions or Comments

Please direct inquiries about this policy, the treatment of personal information or dealings with the website to:

Executive Director  
Selkirk and District Community Foundation  
By mail: 200 Eaton Ave, Selkirk, MB. R1A 0W6  
By phone: 204-785-9755  
By email: [selkirkfoundation@shaw.ca](mailto:selkirkfoundation@shaw.ca)

## Non- Compliance of Privacy Policy

The Chair and/or the Executive Director shall assess the circumstances surrounding any noncompliance with this policy and shall make recommendations, if necessary, to the Board of Directors.

This policy is to be reviewed every two years.

## ADOPTED at a meeting of the Board of Directors of the Foundation:

**DATE:** April 13, 2021

**Chair** \_\_\_\_\_ **Aaron Martyniw**

**Secretary** \_\_\_\_\_ **Greg Dewar**

*Original Privacy Policy was adopted by the Board on July 13, 2010*