



Peterborough Regional Health Centre Foundation

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Privacy Policy

Policy Statement:

The Peterborough Regional Health Centre Foundation (PRHC Foundation) is committed to protecting the privacy of our donors. We value our donors trust and recognize that protecting the personal information you choose to share with us is critical to ensuring continued confidence in us. The Foundation adheres to current relevant privacy and protection of personal information legislation.

The following principles reflect our commitment to safeguard our donors Personal Information relative to this Privacy Policy:

1. Accountability

“Personal Information” is any information that can be used to distinguish, identify or contact a specific individual. This information includes whether an individual has donated to PRHC Foundation, how much has been donated, and an individual’s private contact information. Business contact information and certain publicly available information, such as names, addresses and telephone numbers that are published in telephone directories or found readily available by searching online platforms, are not considered personal information.

The Foundation is responsible for personal information under its control. The President & CEO will appoint a Chief Privacy Officer, to be accountable for its compliance. The Foundation will develop policies and procedures to ensure compliance with relevant privacy legislation, and the President & CEO will ensure all staff and Foundation volunteers are trained in such.

The PRHC Foundation keeps Personal Information you provide to us in strict confidence. We do not trade, rent or sell the Personal Information you provide to us.

2. Identifying Purposes

The Foundation will limit the type and amount of Personal Information collected and documented to only that which is necessary for the identified purposes outlined below. The Personal Information provided to PRHC Foundation (used to distinguish and identify donors specifically) is collected, used and disclosed only for the purpose of:

- Processing donations
- Keeping donors informed of our activities, and
- Delivering on our mission – *Inspiring support throughout our region to provide the professionals at PRHC with the tools they need to ease pain, restore health and save lives.*

3. Consent

The PRHC Foundation will collect, use or disclose your Personal Information with your permission. Your permission may be expressed orally, in writing or may be implied, and you may give your consent orally, electronically or in writing.

Donors will be given the opportunity to ‘opt-out’ of mailings on an appropriate schedule. You may limit or opt-out by emailing foundation@prhc.on.ca.

4. Limiting Collection

The Foundation limits the collection of Personal Information to that which is necessary for the purposes identified. Personal information will be collected only by fair and lawful means.

5. Limiting Use, Disclosure, and Retention

The PRHC Foundation’s web pages contain online forms that allow visitors to make a donation. The personal and credit card information provided to us on these forms is used only to process these donations. Online donations to the PRHC Foundation may be processed by a third party.

The Foundation will not trade or sell mailing lists. Mailing lists are shared only with contracted third parties for the defined purposes of data analysis or production of mailings on behalf of the Foundation. These companies sign a confidentiality statement, and procedures are in place to ensure appropriate security and safeguards for the transfer of this information. Only the required information to complete the task is shared.

6. Accuracy

Personal Information is kept as accurate, complete and up-to-date as possible in order to properly satisfy the purposes for which it is to be used.

The Foundation relies on its donors to inform us of any changes or updates to their Personal Information. To change or modify any personal information, please contact us at foundation@prhc.on.ca.

7. Safeguards

Physical, organizational and technological measures will be implemented to safeguard your personal information. Access will be limited to those who need to know or use the data.

The Foundation has password protocols in place and secure websites to protect Personal Information.

8. Openness

We make our practices relating to the management of Personal Information available to you by posting the PRHC Foundation's Privacy Policy on our website. You may request a print version by emailing foundation@prhc.on.ca or writing to PRHC Foundation, 1 Hospital Drive, Peterborough Ontario, K9J 7C6.

9. Individual Access

The Privacy Officer will respond to requests for access to personal information within 30 days at no cost to the donor. Please email foundation@prhc.on.ca with any requests.

10. Challenging Compliance

If you are concerned about the PRHC Foundation's compliance with the privacy policy as outlined above, please contact the Privacy Officer at the PRHC Foundation at 1 Hospital Drive, Peterborough, Ontario, K9J 7C6, or send an email to foundation@prhc.on.ca.

All complaints will be investigated. If a complaint identifies a gap in compliance, appropriate steps will be taking to remedy the situation, including changing policies and practices if necessary.

Contacting the PRHC Foundation

If donors have any questions about PRHC Foundation's privacy protocol, or would like to learn more about the Foundation's privacy policy, contact the Privacy Officer by email foundation@prhc.on.ca or at the mailing address below:

PRHC Foundation
1 Hospital Drive
Peterborough, Ontario, K9J 7C6

This policy is to be reviewed every two years, or as legislation changes.