



Section 3.0: Operational Policies
3.17 Privacy Policy

Approval Status
APPROVED
(April 18, 2024)

Policy:

The Community Foundation of Lethbridge and Southwestern Alberta is responsible for all personal information in its custody and under its control. This includes employee, volunteer, donor, and grantee information. The Board recognizes the importance having a privacy policy in place as part of its due diligence in ensuring personal information is handled with respect and consideration of individual privacy needs. The Executive Director has been delegated the responsibility of ensuring procedures are in place to ensure compliance with this policy. The Community Foundation shall adhere to the Government of Alberta's Personal Information Protection Act.

Regulations:

1. Personal information will be collected for reasonable purposes and only as much as is reasonable for those purposes.
2. Personal information will be disclosed or used only for reasonable purposes and those purposes will be shared with the individual prior to disclosure or use.
3. Consent will be implied unless the individual expressly prohibits the use of information for the disclosure and use shared by the Community Foundation.
4. Occasionally, individuals or organizations may request to see what information about themselves the Community Foundation has gathered. In such occurrences, the Community Foundation will provide information about the existence, use, or disclosure of the information and provide access to that information, if reasonable.
5. The Community Foundation will make every reasonable effort to maintain accurate information and will, on request, correct information that is inaccurate.
6. The Community Foundation will make every reasonable effort to ensure personal information is secure and will keep the information only as long as is reasonable.
7. In the event of a privacy breach, the Office of the Information and Privacy Commissioner of Alberta and all affected individuals and / or organizations shall be notified if there is a real risk of individual harm as soon as the breach is detected.

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Final Approval
Due for Review

Date: April 2024
Date: April 2029