



## **POLICY & PROCEDURE MANUAL PRIVACY POLICY**

Approved: December 2003  
April 2008  
Review Date: April 2011

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### **Purpose**

Under the federal Privacy Act, the Down Syndrome Association of Peterborough is required to have a Privacy Policy to describe our use and protection of personal information. This will be posted to our website and made available to all staff and our membership. It covers our collection of personal information through our donations for which we have responsibility, as well as govern our relationship with our membership and the general public.

### **Policy**

The Down Syndrome Association of Peterborough is committed to protecting our donor privacy and maintaining the confidentiality of their personal information.

Personal Information may be provided to us through correspondence, donations, or other forms of communication. Such information may be recorded for the purpose of processing and receipting a donation, to recognize a contribution, registering your participation in a conference, meeting, or other event, or responding to information requests.

#### ***Privacy Officer (required by law)***

The Down Syndrome Association of Peterborough's Privacy Officer shall be the Executive Director. The Privacy Officer is responsible for ensuring that the Privacy Legislation is complied with through the ongoing review of our information systems and procedures.

The Down Syndrome Association of Peterborough will not provide or share any Personal Information with third parties unless:

1. We are authorized in writing by the donor to do so;
2. The information is necessary to process a donation, for example to process a credit card transaction; or
3. Is required by law.

### **Procedure**

All donation forms shall include a reference to our policy:

“The Down Syndrome Association of Peterborough is committed to protecting the privacy and confidentiality of your personal information. The information you provide us may be used to assist in the proper administration and acknowledgement of your gift, to issue tax receipts and to fulfill your information requests. For complete details of our privacy policy, please go to [www.downsyndromepeterborough.ca](http://www.downsyndromepeterborough.ca)”

The materials shall also provide contact information for donor enquiries. If you have any questions about the privacy policy, please feel free to contact the Privacy Officer at the Down Syndrome Association of Peterborough, 291 Charlotte Street, Unit #3, Peterborough, Ontario K9J 2V6 – (705) 749-6695.