

## **Christie Lake Kids Privacy Statement**

### **Our Commitment to Protecting Donor Privacy**

Christie Lake Kids (CLK) is committed to protecting the privacy of its donors, volunteers, employees and other individuals. We value the trust of those we deal with and of the public and we recognize that maintaining this trust requires us to be transparent and accountable in maintaining the confidentiality of the personal information donors share with us.

Christie Lake Kids mission is *“To enrich the lives and prospects of economically disadvantaged children, by providing quality year-round community and camp programs to develop physical, artistic, and social skills, positive attitudes and personal qualities.”* As a non-profit organization, we rely on the support of generous contributors and achieve our fundraising objectives by engaging and understanding our donors. We recognize that because we deal with individuals and information about those individuals, it is essential that we protect the privacy of that information.

### **The Privacy Principles**

An important aspect of fundraising is cultivating strong donor relationships and knowing our donors. Personal information is precious and we recognize that our donors trust us to treat their personal information appropriately. We are committed to protecting donor confidentiality. The following principles reflect our pledge to safeguard donors' personal information.

#### **1. We are accountable for donors' personal information.**

We are responsible for all personal information in our possession. We take every precaution to ensure the confidentiality of donors' personal information. The data that an individual provides to us is for Christie Lake Kids purposes only, as outlined in section 2. All employees of CLK are required to protect the confidentiality of each individual donor's personal information.

#### **2. We collect, use and disclose personal information only for certain purposes that we identify to donors.**

We collect, use and disclose personal information concerning our donors solely for the following purposes:

- ⇒ Establish a relationship and to communicate
- ⇒ Process and receipt donations
- ⇒ Respond to donors' requests for information
- ⇒ Understand donors' identity and identify how we may improve our services to meet donors' preferences and expectations.
- ⇒ Provide donors with information about CLK
- ⇒ With donor's consent, publicly recognize donations.

We obtain personal information about donors lawfully and fairly. Personal information collected will be limited to that required for the purposes identified by us.

#### **3. We will obtain donors' consent.**

We collect, use and disclose personal information only with donor permission. Donor permission may be expressed orally, in writing or may be implied, and donors may give their permission orally, electronically or in writing.

**4. We keep donors' personal information accurate and up-to-date.**

We maintain appropriate procedures to ensure that personal information in our possession is accurate and up-to-date. Donors are entitled to seek a correction of their personal information if they believe that the information in our possession is not correct. If a donor believes any of the information we have collected about them is incorrect or incomplete, the donor has the right to ask us to change it or delete it. If a donor's personal information is inaccurate or incomplete, we will make the necessary changes.

**5. We do not sell or trade donors' personal information.**

We do not sell or trade personal information about our donors to/with other organizations or individuals.

**6. We will limit how long we keep information.**

We will keep donors' personal information only as long as it is necessary to satisfy the purposes for which it was obtained, or as required by law. When we destroy personal information, we will use safeguards to prevent unauthorized parties from gaining access to that information during the process.

**7. We safeguard donors' personal information.**

Christie Lake Kids will protect donors' personal information by safeguards that are appropriate to the sensitivity of that information. Access to donors' personal information is restricted to CLK employees, volunteers and authorized service providers who need it to do their jobs. We maintain appropriate technical and organizational safeguards and security procedures to protect donors' personal information against loss, theft, unauthorized access, disclosure, copying, use or modification.

**8. We will be open about our privacy practices.**

Christie Lake Kids will make readily available specific information about our policies and practices relating to the management of personal information.

**9. We allow donors to access their personal information.**

Donors may ask whether we hold any personal information about them, ensure that it is accurate and to see that information, as provided by law. Donors have the right to know how we collect and use personal information.

**10. Donors may register a complaint.**

Donors may register a privacy-related complaint by contacting CLK. We will investigate all complaints. If an objection is justified, we will take all appropriate steps to repair the situation, including changing our policies and practices if necessary. Personal information relating to volunteers, job applicants and employees are subject to similar protocols.

**For More Information**

For more information please contact Christie Lake Kids at (613) 742-6922 or by email at [clk@christielakekids.com](mailto:clk@christielakekids.com)