

# The Scott Reid Foundation / Scholarship Fund

## Policy on Privacy and Security of Client Information

The Scott Reid Foundation / Scholarship Fund is committed to protecting the privacy and security of your personal information obtained by reason of your relationship with The Scott Reid Foundation / Scholarship Fund. This policy explains the types of information we collect, why it is collected, how it is used, and the steps we take to ensure your personal information is properly handled and safeguarded. Our policies have been designed to comply with the Personal Information Protection and Electronic Documents Act (PIPEDA) and corresponding provincial privacy acts.

### What is Personal Information?

Personal information is information that refers to an individual specifically and is recorded in any form. Personal information includes such things as age, income, date of birth, ethnic origin, medical records and credit records. Information about individuals contained in the following documents is not considered personal information:

- public telephone directories, where the subscriber can refuse to be listed
- professional and business directories available to the public
- certain public registries and court records
- certain other publicly available printed and electronic publications.

### Our commitment to your privacy is governed by the following principles:

#### 1. We are accountable to you:

The Scott Reid Foundation / Scholarship Fund is responsible for all personal information under its control, including any personal information that is transferred to third parties for processing, storage or other purposes. We have designated a Privacy Officer who is accountable for compliance with these privacy and security principles.

#### 2. We let you know why we collect your personal information:

The Scott Reid Foundation / Scholarship Fund identifies the purpose for which your personal information is collected. We do this before or at the time the information is actually being collected.

#### 3. We obtain your consent to collect, use or disclose your personal information:

The Scott Reid Foundation / Scholarship Fund obtains your consent to collect, use or disclose personal information. The method of obtaining consent is appropriate to the type of personal information being collected, used or disclosed:

- The Scott Reid Foundation / Scholarship Fund will obtain your express consent (verbal, written or electronic agreement) to collect, use or disclose sensitive personal information such as personal financial information.
- The Scott Reid Foundation / Scholarship Fund will use implied consent to collect, use or disclose your personal information where one or more of the following apply:
  - a relationship already exists
  - express consent has previously been given
  - where the purpose of using the personal information is reasonably apparent to you

You can change your consent preferences at any time by contacting The Scott Reid Foundation / Scholarship Fund. To change your preferences, refer to the "**Contact us**" section below.

#### **4. We limit collection of your personal information:**

The Scott Reid Foundation / Scholarship Fund collects only the information required to provide services to you. If the personal information we require is collected for a reason other than to provide services, your consent will be obtained before or at the time the information is collected. The Scott Reid Foundation / Scholarship Fund will collect personal information only by clear, fair and lawful means.

Examples of why we collect personal information include:

- Communicating with you
- Processing your applications
- Processing and keeping track of transactions and reporting back to you
- Protecting against fraud or error
- Providing services requested by you
- To comply with legal and governmental requirements

#### **5. We limit use, disclosure and retention of your personal information:**

- The Scott Reid Foundation / Scholarship Fund uses and discloses your personal information only for the purposes it was collected.
- The Scott Reid Foundation / Scholarship Fund does not sell or rent personal information to any organization or person for any reason.
- We do not share your personal information with third party organizations except to offer you a service. If your personal information is shared with third parties, these third parties are bound by appropriate agreements with The Scott Reid Foundation / Scholarship Fund to secure and protect the confidentiality of your personal information.
- The Scott Reid Foundation / Scholarship Fund retains your personal information only as long as it is required for our relationship or as required by federal and provincial laws.

#### **6. We keep your personal information up to date and accurate:**

- The Scott Reid Foundation / Scholarship Fund keeps your personal information accurate, up to date and relevant for its intended use.
- You may request access to the personal information we have on record in order to review and amend the information, as appropriate. In circumstances where your personal information has been provided by a third party, we will refer you to that party. To access your personal information, refer to the "**Contact us**" section below.

#### **7. The security of your personal information is a priority for The Scott Reid Foundation / Scholarship Fund:**

We take steps to safeguard your personal information, regardless of the format in which it is held, including:

- physical security measures such as restricted access facilities and locked filing cabinets
- electronic security measures for computerized personal information such as password protection, database encryption, SSL Certificates and personal identification numbers
- organizational processes such as limiting access to your personal information to those individuals who require it to perform their duties
- contractual obligations with third parties who need access to your personal information requiring them to protect and secure your personal information.

## **8. We are open about our privacy and security policy:**

We are committed to providing you with understandable and readily available information about our policy and practices related to the management of your personal information. This policy and any related information is available at all times on our web site, [www.thescottreidfoundation.org](http://www.thescottreidfoundation.org) under **Privacy Policy** and **Security Policy** or upon request. To contact us, refer to the "**Contact us**" section below.

## **9. We provide access to your personal information stored by The Scott Reid Foundation / Scholarship Fund:**

You can request access to your personal information stored by The Scott Reid Foundation / Scholarship Fund. To contact us, refer to the "**Contact us**" section below.

Upon receiving such a request, The Scott Reid Foundation / Scholarship Fund will:

- Inform you about what type of personal information we have on record or in our control, how it is used and to whom it may have been disclosed
- Provide you with access to your information so you can review and verify the accuracy and completeness and request changes to the information
- Make any necessary updates to your personal information.

## **10. We respond to your questions, concerns and complaints about privacy:**

The Scott Reid Foundation / Scholarship Fund responds in a timely manner to your questions, concerns and complaints about the privacy of your personal information and our privacy policies and procedures.

### **Contact us:**

If your questions, concerns or complaints have not been resolved to your satisfaction or if you require additional information, please contact our Privacy Officer by mail, phone or email at:

Privacy Officer  
c/o The Scott Reid Foundation / Scholarship Fund  
255 Barnes Road,  
Brighton, ON K0K 1H0

(613) 475-2597

[privacy@thescottreidfoundation.org](mailto:privacy@thescottreidfoundation.org)