



THE CALGARY FOUNDATION GOVERNANCE DOCUMENTS

SECTION: III. POLICIES OF THE BOARD		POLICY: 11.04 Privacy Policy	
PAGES: 1 of 1	APPROVED: 2004-03-15	REVISED:	
		AFFIRMED: 2024-09-12	

This policy was drafted using the provincial Personal Information Protection Act as a guideline.

It is important for The Calgary Foundation (TCF) to have a privacy policy in place to make every reasonable effort to ensure personal information is handled with respect and consideration of donors', employees', volunteers' and grantees' individual privacy needs.

POLICY

The Calgary Foundation is responsible for all personal information in its custody and under its control. This includes employee and donor information.

1. The President is the individual designated to ensure TCF remains in compliance with this policy.
2. Personal information will be obtained only for reasonable purposes and only as much as is reasonable for those purposes.
3. 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.
4. Consent will be implied unless the individual expressly prohibits the use of information for the disclosure and use shared by TCF.
5. Occasionally, individuals or organizations may request to see what information about themselves TCF has gathered. In that event, TCF will provide information about the existence, use or disclosure of the information and provide access to that information, if reasonable.
6. TCF will make every reasonable effort to maintain accurate information and will, on request, correct information that is inaccurate.
7. TCF will make every reasonable effort to ensure personal information is secure and keep the information only as long as is reasonable.