

## Policy statement

The Engineering and Geoscience Education Foundation Inc. (EGEF, the Foundation) maintains the privacy of all parties associated with EGEF. To that end, and to ensure the fulfillment of its mission with integrity, EGEF protects its data.

## Definitions

“Employee” refers to any person contracted (such as a consultant or facilitator) or employed directly by EGEF.

“Data” refers to any information, personal or organizational, collected and stored for the purpose of undertaking the business and mission of EGEF.

## Scope

All directors, members, employees, and volunteers have a duty to protect the privacy of data of donors, prospective donors, recipients, each other, and EGEF.

This policy applies to information and data about all EGEF donors and prospective donors, recipients, members, directors, employees, and volunteers, and any other information and data acquired or generated by EGEF. Data includes, but is not limited to

- Contact information: name, address, telephone number and email address
- Donation information specific to a donor or prospective donor: amount, type, recipient and timing of gifts
- Information on events attended, publications received and special requests for program information
- Information provided by donors, recipients, members, directors, employees, and volunteers in the form of comments, suggestions, and complaints
- Any legal advice, lawsuits, formal complaints, appeals or other legal proceedings
- Accounting and other financial information

EGEF will release data only in the following circumstances:

- When necessary, to fulfill the lawful obligations of EGEF
- When required by law that supersedes this policy and any laws that underpin this policy
- When permission is obtained from the affected person(s)

## Policy provisions

EGEF, its directors, employees and volunteers, shall keep strictly confidential all information concerning donors or prospective donors, including their names, addresses and telephone numbers, the names of their recipients and prospective recipients (and their contact information), the amount of their gift, etc., unless their permission is obtained to release such information.

EGEF uses donors' information to understand their interests in its mission and to update them on the organization's plans and activities. The Foundation may share this information with directors, employees and volunteers **only** on a “need-to-know” basis.

EGEF shall not share donors' or recipients' names and addresses with any third party unless permission has been granted.

EGEF directors, employees and volunteers shall not share or divulge information about the Foundation that is of a legal or financial nature, other than through approved mechanisms, such as the annual general meeting, board meetings, annual report, and other official EGEF correspondence.

Any person in contravention of this policy shall be reported to an officer of EGEF, who shall take immediate remedial action, including but not limited to, removal of the person from office (membership, directorship, employment, etc.) and reporting of the incident to the authorities when appropriate.

## **Procedures**

### **General responsibilities**

Do not discuss with members of the public any matters protected by this policy's provisions. Do not discuss without just cause any matters protected by this policy with other directors, members, employees or volunteers.

Immediately report to an officer any data breach or contravention of this policy.

### **Officer responsibilities**

#### ***Organizational and personal data***

Take all available measures to store data in such a way that no unauthorized person could possibly gain access to it, whether that be hard copy files, electronic files, external and internal hard drives, thumb drives, cloud storage, etc.

Keep a backup copy of core data in secure offsite storage (such as an external hard drive stored in a bank safety deposit box), that is updated monthly or quarterly, depending on the level of activity, to ensure continuity in the event of a disaster.

Respond immediately to any report of breach of data or contravention of this policy. Consult as appropriate to determine any actions that must be taken, per the provisions of this policy.

Review this policy and compliance with it, every 3 years.

### ***Personal privacy***

Obtain consent in writing for any permissions required to release information or collect images or audio or video recordings.

Provide a mechanism for donors who do not wish to be included on a mailing list or other distribution list, to have their names removed without undue delay. This does not apply to lists which must be kept for legal reasons, such as may be required by Revenue Canada.

Do not collect any information about any person or agency that is not absolutely required for the purposes of conducting EGEF business and fulfilling its mission.

## **Guidelines**

Personal Information Protection and Electronic Documents Act, SC 2000 c 5

*v. 1 Approved November 17, 2021*

*v. 2 Revised June 21, 2022:* “unnecessarily” was changed to “without just cause,” in the section “General responsibilities.”

If you have comments or questions about the EGEF’s donor-privacy policy, please email [finance@egef.ca](mailto:finance@egef.ca) or call (204) 889-7662.