



## Privacy is Important to You and it is Important to Us

This Privacy Policy explains what information we collect and why we collect it, how we use that information, how the confidentiality of this information is protected, and how you can find out what personal information is recorded.

This Privacy Policy applies to donors, grant applicants, recipients, volunteers and web site visitors.

### IEEE Canadian Foundation Privacy Policy

To safeguard the personal information entrusted to the IEEE Canadian Foundation (“ICF”) and to comply with the Personal Information Protection and Electronic Documents Act (“PIPEDA”), and any other applicable legislation, ICF is committed to the following principles:

1. Accountability
2. Identifying purposes
3. Consent
4. Limited collection
5. Limiting, use, disclosure, and retention
6. Accuracy
7. Safeguards
8. Openness
9. Individual access
10. Challenging compliance

These principles will be enacted in accordance with the ICF Privacy Policy (“Policy”).

#### 1. Accountability

1.1 At ICF we respect your privacy and we understand that donors, prospective donors, users of the ICF website and others who have contact with our organization offline need to be in control of their personal information. “Personal information” is any information that can be used to distinguish, identify or contact an individual. The personal information that ICF collects when engaged in fundraising and processing donations includes, but is not limited to: name, address, telephone number and e-mail address. The Policy describes ICF practices and policies for collecting, using and disclosing personal information in the course of raising and administering funds to support ICF projects. It may be updated

from time to time to reflect development in our practices, new technology or in the law. Updated versions will be made available in the same way as the Policy, including by posting on the website. Please check the website to see the current version of the Policy.

1.2 ICF has designated the President to be ICF's Personal Information Compliance Officer ("Officer"). Any inquiry, request or concern related to privacy matters should be made in writing to ICF at:

ATTENTION: Privacy Officer

IEEE Canadian Foundation

456 Rogers Street, Peterborough, Ontario K9H 1W9

Or by e-mail at [president@ieeecanadianfoundation.org](mailto:president@ieeecanadianfoundation.org)

1.3 A printed copy of the Policy may be requested by mail or e-mail at the above address.

1.4 For a copy of PIPEDA or to contact the Privacy Commissioner of Canada, please visit the Office of the Privacy Commissioner of Canada's Internet website at [www.privcom.gc.ca](http://www.privcom.gc.ca).

## 2. Identifying Purpose

2.1 ICF collects information by mail, telephone, electronic means, or in person:

- To build relationships with supporters, donors, applicants and recipients
- To request your support of ICF's mission
- To request your support of ICF sponsored events
- To provide information about ICF's website and ICF's work
- To provide supporters and donors with information, products and/or services
- To meet legal and regulatory requirements.

## 3. Consent

3.1 ICF will endeavour to obtain express consent wherever possible and appropriate, unless in the Officer's opinion, having regard to the information's sensitivity and the Policy's purpose and intent, implied consent is reasonable in the circumstances.

3.2 You may withdraw consent at any time, subject to legal or contractual restrictions and reasonable notice.

3.3 You may have your name removed from ICF telephone, mail or electronic lists at any time and upon reasonable notice.

#### 4. Limited collection

4.1 When supporters and donors visit the ICF website, ICF may collect some non-identifying basic information. This may include total number of visitors, pages viewed, and other non-identifying information. ICF may use this aggregate information to improve our site and to make the user experience on our website as smooth as possible.

4.2 Donations and transactions made on-line to ICF are processed by Canada Helps or by The Institute of Electrical and Electronics Engineers, Incorporated according to the donor's chosen method of donation. When donors make a donation on-line via Canada Helps or via IEEE annual dues renewal, the respective security practices and Privacy Policies of those organizations will apply. The ICF does not receive detailed donor credit card information.

#### 5. Limiting, use, disclosure, and retention

5.1 ICF uses personal information to process donations and to request further donation(s). ICF uses the mailing address to send Canada Revenue Agency ("CRA") tax-deductible receipt(s) and to keep supporters informed about what we are doing.

5.2 ICF will discontinue contacting you upon your oral or written request directed to ICF or other agents.

5.3 ICF may disclose personal information to a third party organization engaged to perform functions on ICF's behalf. Any disclosure of information is made on a confidential basis. ICF maintains contracts with third party servicers to protect donor information and to ensure the information is used for the sole purpose for which it was disclosed and in accordance with PIPEDA and any other applicable legislation. Upon your request, we will discontinue disclosure of your personal information to a third party organization, subject to legal or contractual restrictions and reasonable notice.

5.4 ICF is required to store your personal information by the CRA. The only circumstance under which we would divulge any personal information to a third party not engaged by ICF is upon subpoena or order from a legitimate court, police agency having jurisdiction over ICF or the from the CRA.

#### 6. Accuracy

6.1 ICF will reasonably ensure that your personal information is accurate, complete, and up to date.

6.2 If you notify ICF of any inaccuracies or incompleteness of personal information, we will amend the information accordingly in a timely manner.

## 7. Safeguards

7.1 ICF will protect your personal information with appropriate security safeguards. Protection methods include:

- physical measures, for example, locked premises;
- organizational measures, for example, limiting access on a "need-to-know" basis; and
- technological measures, for example, the use of passwords.

7.2 ICF uses password protocols and encryption software to protect personal and other information we receive when a service is paid and/or donations are made on-line. Our software is routinely updated to maximize protection of such information.

7.3 ICF website(s) may use persistent cookies within visiting browsers to enable the functions of the website and for tracking performance. Specifically, cookies may be used in the following ways:

- Preserving and expiring visitor sessions on the site (e.g. preserving data between steps of a process; and ending the session after a period of inactivity)
- Storing font size preferences on the site
- Enabling web analytic tools

Cookies, if used, are handled anonymously and without storing Personally Identifiable Information (PII). Visitors that wish to opt-out of cookies should review the help documentation for their browser software to decline or selectively decline cookies. Note that declining cookies may adversely impact site performance.

7.4 ICF may also log information such as the web browser's IP address and browser types. This information may be used for analysis purposes and to provide better service for users.

7.5 ICF's website may include links to other websites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage you to be aware that you are leaving our site and it is important that you read the privacy policies of any other site that collects personally identifiable information.

7.6 Please be aware that information voluntarily disclosed online in discussion areas and other public areas of our website or on ICF-sponsored pages on social media sites can be collected, used and disclosed by third parties. Any submissions made to discussion areas or other public areas on our website or on ICF-sponsored pages on social media sites are done at the user's risk and with the understanding that such information may be accessible to third parties. We cannot control or be responsible for any damages that may arise from such user activity.

7.7 ICF shall ensure that all personal information is destroyed, erased, or made anonymous as soon as the purpose for which it was collected is no longer relevant, or as permitted by law. There shall be an automatic review of the need to continue retaining personal information annually. Except as required to

be retained by law, all personal information shall be deleted, erased, or made anonymous no later than seven years after the purpose for which it was collected has been completed.

7.8 The ICF does not share, trade, sell or distribute donor information. At times, anonymized aggregate donation information may be shared with like-minded organizations.

7.9 Donors should note the Honour Roll of Donors as described on the ICF website will include identifiable donor information at a high level, such as name, with option to be Anonymous upon request.

7.10 Recipients of grants, awards, prizes, scholarships and other disbursements from ICF should note that recipient information including photos and videos of individuals, groups, events and activities may be used in ICF communications and promotion material.

## 8. Openness

8.1 ICF is open about its policies and practices regarding the management of personal information. The policies and information about the related practices are available from the Officer and include:

- the name or title and address of the Officer who is accountable for ICF's policies and practices and to whom complaints or inquiries can be forwarded;
- the means of gaining access to personal information held by ICF;
- a description of the type of personal information held by ICF, including a general account of its use;
- a copy of any brochures or other information that explain ICF's policies, standards, or codes; and
- what personal information is made available to related organizations (e.g., organizations that are affiliated).

## 9. Individual Access to Your Personal Information at ICF

9.1 Upon written or email request to the ICF Privacy Officer (contact information in 1.2), ICF will inform you whether ICF holds personal information about you and will provide you access to this information, subject to any applicable legal restrictions. ICF will also account for the use that has been made or is being made of this information and give an account as to the third parties to whom it has been disclosed.

9.2 If you are requesting your personal information you may be required to give sufficient information to permit ICF to provide an account of the existence, use, and disclosure of personal information. This information shall be used only for the purpose for which it was obtained.

9.3 ICF will endeavour to respond to your request within a reasonable time and at minimal or no cost to you.

## 10. Challenging Compliance

10.1 ICF shall develop procedures to receive and respond to complaints or inquiries about the policies and practices regarding the handling of personal information. The compliance procedures shall be easily accessible and simple to use.

10.2 The Officer shall inform individuals inquiring about lodging complaints that relevant complaint procedures exist.

10.3 The Officer shall investigate all complaints. If a complaint is found to be justified, the Officer shall take appropriate measures, including, if necessary, amending this Policy and general policies and practices pertaining to personal information entrusted to ICF.

ICF Board Approved resolution BOD #79-05