

## Lifewater Canada Privacy Policy

January, 2018

### Legislative Requirement

- ✓ Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA") is only applicable for commercial activities. According to the Office of the Privacy Commissioner of Canada, common nonprofit activities such as "collecting membership fees, organizing club activities, compiling a list of members' names and addresses, and mailing out newsletters are not considered commercial activities."
- ✓ While Lifewater Canada is exempt from the PIPEDA we respect individuals' privacy and are committed to keeping personal information accurate, confidential, secure and private.

### Why Lifewater Canada Collects Personal Information

- ✓ In order to effectively administer the mandate of our charity, it is necessary to collect personal information from donors, volunteers and staff. This can include names, addresses, emails, phone numbers, relationships and credit card information.
- ✓ Personal information is used to send mailings and emails to raise funds and provide program updates, to issue charitable receipts, to facilitate volunteer activities, to educate the Canadian public about water-related issues, and to support related activities across the country.

### Consent for Collection and Use of Personal Information

- ✓ Lifewater Canada operates on the basis of implied consent for the purposes of web site listings and use of contact information for solicitation by mail, email or phone.
- ✓ Anyone, at any time, can withdraw their implied or explicit consent for the use of their personal information for any or all previously authorized uses.
- ✓ Use of donor names on the Lifewater Canada web site will be in accordance with donor wishes. Any donors opting to not have their names listed will be identified as "Anonymous"
- ✓ Donor anonymity & contact wishes will be updated in Lifewater's donor management software.

### Protection of Personal Information

When people visit our website, contact us, volunteer, attend an event, or make a donation, we are committed to protecting their privacy and personal information:

- ✓ Access to personal information within the organization will be restricted to those people who need the information in order to carry out their job duties.
- ✓ Personal information is protected by using password locked donor management software and shredding any redundant documents that contain personal information.
- ✓ Lifewater Canada will not share or sell a donor's information with other organization, company or person and will not send donor mailings on behalf of other organizations.

### Follow-up

For further information, email: [info@lifewater.ca](mailto:info@lifewater.ca) or phone 807-622-4848. Any request or concern related to privacy matters should be made in writing to the office of Lifewater Canada: 457 Heather Crescent, Thunder Bay, ON, P7E 5L1.