



## Privacy Policy

At The Ottawa Mission Foundation (TOMF), we are committed to protecting the privacy of our donors, volunteers and employees. By being transparent and accountable in how we treat the personal information individuals choose to share with us, we honour and keep the trust of those we serve.

Personal information is any information that can be used to identify, contact or distinguish a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Business information and publicly available information, such as names, addresses and telephone numbers available in directories, are not considered personal information.

We collect and use personal information about donors and potential donors, such as names, titles, contact information, and past donations. We use this information for the purposes of receipting donations, keeping donors informed about the activities of The Foundation and The Ottawa Mission (TOM), providing donors with appropriate recognition and stewardship, and requesting support.

We may also collect information donors provide to us about their interests and other related facts, in order to assist them in meeting their philanthropic goals.

We collect personal information about staff and volunteers, such as names, contact information, if they need accommodations to perform their role, and related banking and social insurance information (for staff). This information is used to screen, place, support, train, remunerate and recognize staff and volunteers. Included in this is information from staff that is required by law.

Personal information collected by TOMF is kept in confidence and is only disclosed to meet the purposes stated above.

Our employees, Directors and volunteers are required to follow Codes of Conduct, which state that they must, at all times, respect the confidentiality of personal information obtained during the course of their service.

Other safeguards are in place to ensure that the information is not accessed, disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered.

We use password protocols to protect personal and other information we receive or store electronically. Our software is routinely updated to maximize protection of this information.

**We do not sell, rent or trade mailing lists or other personal information.**

We adhere to the Donor Bill of Rights, as set out by the Canadian Centre for Philanthropy and additional standards of conduct as set out by the Association of Fundraising Professionals and the Canadian Association of Gift Planners. Numerous privacy options are offered to donors and prospective donors, including the option to limit or opt out of future contact.

Information is kept only as long as necessary to meet the original purpose for which it was collected or to comply with legislation.

Material recording personal information will be disposed of in a manner which ensures the security of personal information (i.e., it will be shredded).

Access to personal information is limited to those who need it to perform their duties with the Foundation. File cabinets, office doors and computer desk tops are locked when not in use and have security passwords or keys for access.

Individuals can address any requests for their personal information or concerns to:

The Ottawa Mission Foundation, Chief Privacy Officer  
46 Daly Ave  
Ottawa, ON K1N 6E4

Or email: [foundation@ottawamission.com](mailto:foundation@ottawamission.com)