



OUR PROCEDURES REGARDING YOUR PERSONAL INFORMATION

1. PURPOSE

John Abbott College Foundation (the “Foundation”) collects and uses certain personal information about donors and potential donors, including, without limitation, names, titles, addresses, telephone numbers, past donations and other relevant information. The Foundation uses this information only for the purposes of processing donations, keeping donors informed about the activities of the Foundation, providing donors with appropriate recognition and to ask for support of the mission of the Foundation.

The Foundation may also collect information that donors provide to the Foundation about their interests and other related matters, in order to help achieve donors’ philanthropic goals.

Personal information collected by the Foundation is kept in confidence and is only disclosed to meet the purposes stated above. The Foundation ensures that additional safeguards are put in place in order to ensure that confidential information is not accessed, disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered, and always in accordance with applicable law.

The Foundation does not sell, rent or trade mailing lists or other personal information.

2. PROCEDURES

In order to ensure individual privacy is protected, the Foundation instituted the procedures set forth in this document:

i) Accountability:

The Foundation is responsible for the personal information it holds and uses for fundraising purposes. It has designated an individual, the Foundation’s Coordinator, to be accountable for compliance with these procedures.

ii) Identifying Purpose:

The Foundation collects, uses and discloses personal information only for the purpose of processing donations, keeping donors informed about the activities of the Foundation and to build support around the Foundation’s mission.

iii) Consent:

The Foundation offers donors and prospective donors numerous privacy options, including the option to opt out of future contact. Those who do not opt out may receive correspondence from John Abbott College Foundation, soliciting financial support for the mission of John Abbott College.



Any donor may opt out of receiving future communications from the Foundation by contacting the Foundation office at jacfoundation@johnabbott.qc.ca, at 514-457-6610 ext. 5284 or at 21275 Lakeshore Road, Saine-Anne-de-Bellevue, Quebec H9X 3L9.

iv) Limiting Collection:

Employees, volunteers or agents of the Foundation collect information necessary for the purpose of a particular fundraising program or event. Such information will only be used for the purpose for which it was gathered. The Foundation does not have access to student information.

v) Limiting Use, Disclosure and Retention:

The Foundation has put safeguards in place to ensure that information collected by the Foundation is not accessed, disclosed or shared inappropriately.

Information is kept by the Foundation only as long as is necessary for the original purpose for which it was collected, or to comply with Canada Revenue Agency guidelines or applicable law.

vi) Record Maintenance:

The Foundation maintains personal information as necessary for the processing of receipts and the dispersal of fundraising, program or special event materials. Material recording personal information will be disposed of in a manner which ensures the security of personal information.

vii) Safeguarding Personal Information:

The Foundation will protect donor information on file by safeguarding access to this information. Only those who need access to the information to process receipting or inquiries or to further the fundraising mission of the Foundation will be provided with limited access.

Furthermore, access to the Foundation offices is limited, and employee computer desktops are locked when not in use and have security passwords or keys for access so that others cannot browse databases when the Foundation personnel are away from desks or from the office. All personnel of the Foundation agree to conduct their day-to-day business to ensure the confidentiality of each gift, request, inquiry, acknowledgement or recognition event with which they are involved.

viii) Openness:

The Foundation will provide donors and the public with the Procedures upon request.

ix) Access:

Individuals can request access to their personal information and, within 30 days of such a request, the Foundation will respond to such request. Individuals have the right to ensure the information is accurate and to complete and amend the file if necessary.



x) **Challenging Compliance:**

If anyone is concerned about the Foundation's compliance with these procedures, such person can contact the Foundation at jacfoundation@johnabbott.qc.ca, at 514-457-6610 ext. :5284 or at 21275 Lakeshore Road, Sainte-Anne-de-Bellevue, Quebec H9X 3L9.

Any complaint made to the Foundation will be addressed within 60 days, once all relevant parties have been interviewed, unless additional time is required to process such complaint. If a complaint identifies a gap in compliance, the Foundation will take all necessary steps to remedy such situation.