



PRIVACY POLICY

COMMUNITY FOUNDATION
OF NOVA SCOTIA

Our Commitment to Privacy

The Community Foundation of Nova Scotia is committed to protecting the privacy of the personal information of our donors, prospective donors, board members, staff, volunteers and other stakeholders in accordance with existing federal and provincial government privacy legislation and has established privacy practices for this purpose.

What is personal information?

“Personal information” includes information about an identifiable individual, including race, ethnic origin or colour, age, marital status, religion, education, medical, criminal, employment or financial history, address and telephone number, numerical identifiers such as Social Insurance Number and views and personal opinions. Personal information does not include the name, title or business address or business telephone number of an employee of the Community Foundation of Nova Scotia.

Why do we need to collect personal information about you?

The Community Foundation of Nova Scotia collects, uses and discloses personal information from our donors to identify and help them meet their philanthropic needs, process their donations, provide tax receipts, direct their gifts in the manner in which they choose, keep them informed about gift giving opportunities and Community Foundation of Nova Scotia activities, recognize their philanthropic activities in the community, and comply with federal and provincial legal and regulatory guidelines and reporting requirements.

The Community Foundation of Nova Scotia collects, uses and discloses personal information from our board members and volunteers to keep them informed about our activities, assist them in performing their roles in the organization, and comply with federal and provincial guidelines and reporting requirements.

The Community Foundation of Nova Scotia collects, uses and discloses personal information from our employees to assist in administering employee benefit programs, support their ongoing training and development, and comply with federal and provincial guidelines and reporting requirements.

How do we obtain your consent?

We obtain your consent for collecting, using and disclosing personal information for the identified purposes before such information is collected for the first time. We also seek the consent of our donors to disclose their name and the name of their personal/family fund in Community Foundation of Nova Scotia publications and reports. Once this consent has been obtained, we do not seek your consent again, unless the purpose, use or disclosure of your personal information changes.

How do we control and protect your personal information?

We only collect and use personal information that is necessary for the intended purpose. We keep your information for only as long as is necessary and maintain its confidentiality when it is destroyed. We make sure that your personal information is kept accurate, complete and up-to-date. We protect your information from unauthorized access or use through physical and electronic security safeguards and limit access to only authorized persons and only when necessary. All of our board members, staff, volunteers and other people working at the Foundation sign confidentiality agreements that require the safeguarding and proper use of your personal information.

For more information, please contact us at (902)490-5907.