



<b>POLICY:</b> Privacy Statement	<b>NUMBER:</b> 1.02	<b>PAGE:</b> Page 1 of 1
<b>CATEGORY:</b> Governance		
<b>APPROVED:</b> November 14, 2005	<b>REVISED/REAFFIRMED:</b> December 11, 2017	<b>SUBJECT TO REVIEW:</b> February 2019

## WINKLER COMMUNITY FOUNDATION (WCF) PRIVACY PRACTICES

WCF is committed to protecting the privacy of the personal information of all donors, employees, board members and other stakeholders. WCF values the trust of all those we deal with, and of the public, and recognizes that maintaining this trust requires that we be transparent and accountable in how we treat the information that is shared with us.

During the course of the various projects, programs and activities it may become necessary for the WCF to gather and use personal information. The WCF is committed to the protection of this information and to prevent its dissemination.

Reports to the public of endowments and donors form a regular part of the business of the WCF. This information is available in the annual printed reports and/or in press releases. Whenever and wherever anonymity is requested, this will be respected and honored.

All personal information will be kept in the strictest confidence and used only as it pertains to the practices and activities of the WCF. All measures will be taken to prevent the loss or destruction of this information.

The secretary of the board is designated as the privacy officer.

## WHAT IS CONSIDERED PERSONAL INFORMATION?

Personal Information is anything that can be used to distinguish, identify or contact any individual, company or corporation by means of name, address, birth date, email address, phone number, etc. This information will not be rented or sold to any third party. Should it become necessary to make any of this information available to contract services (printers, designers etc) utmost discretion will be used by WCF Staff members / Directors to maintain the confidentiality of the information.

## WEB SITE AND ELECTRONIC COMMERCE

WCF is strongly committed to protecting the privacy of those who use our website. This site compiles conventional log files to monitor and assess activity related to visits to the site. The information we collect is used to improve and enhance the content and services of the website. We do not disclose information about individual visits neither do we provide the information given to us on our website to outside companies.

## CONTACT INFORMATION

If you have any questions about this privacy statement, the treatment of personal information, or dealings with our website, contact our Executive Director at Winkler Community Foundation, 185 Main Street, Winkler, MB R6W 1B4.