

Guiding Principles

L'Arche Canada Foundation ("The Foundation") is committed to protecting the privacy of all Foundation donors. Donors' trust is highly valued. The Foundation recognizes that maintaining this trust requires being open and accountable in the treatment of the Personal Information which donors choose to share with Foundation. The Foundation does not trade, rent or sell the names of donors.

"Donor(s)" are defined as any moral and legal person who contributes in any matter to L'Arche.

The following principles reflect Foundation's pledge to safeguard all donor personal information.

1. Foundation is accountable for Donor Personal Information

"Personal Information" is any information that can be used to distinguish, identify or contact a specific individual. This information includes whether an individual has donated to L'Arche Canada Foundation, how much has been donated, and an individual's private contact information.

The Foundation protects confidentiality of private information belonging to or of Foundation donors.

The Foundation employees and contractors sign confidentiality agreements, and 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. Foundation also takes measures to ensure that the integrity of this information is maintained and to prevent its being lost or destroyed. Individuals may access their personal information at any time to ensure that it is correct and current.

Where Foundation chooses to engage certain services (such as some fundraising and processing services) provided by third party providers, such service providers are selected very carefully. The Foundation takes all reasonable precautions need to ensure the service provider protects Personal Information to Foundation standards.

2. The Foundation collects, uses and discloses personal information for the purposes that is identified to Donors

When the Foundation collects Personal Information directly from individuals, the Foundation identifies the purposes for which personal information is collected at or before the time of collection. These purposes include: fundraising, administration of donations, providing information about the activities of the Foundation and L'Arche Canada, compliance with legal and regulatory requirements.

3. The Foundation obtains Donor consent to collect, use or disclose Personal Information

Foundation collects, uses or discloses Donor Personal Information only with Donor permission. Permission may be expressed orally or in writing. Donors may limit such use or opt-out of future contact by the Foundation by contacting us at info@larchefoundation.ca.

4. The Foundation limits the use, disclosure and retention of Personal Information

Personal Information will not be used or disclosed for purposes other than those for which it was collected, except with consent or as required by law. The Foundation does not trade, rent or sell any Personal Information to third parties.

The Foundation's web pages contain online forms that allow visitors to make a donation. The personal and credit card information provided on these forms is used only to process these donations. Online donations to the Foundation may be processed through a third party. The security and privacy policies of this third party are available by clicking on the "Privacy Policy" link on the online donation form web page.

(request L'Arche Canada's policy)

5. Accuracy of Personal Information

Foundation relies Donors to provide accurate Personal Information. To change or modify any Personal Information previously provided to the Foundation, Donors are requested to notify the Foundation in writing at: L'Arche Canada Foundation, 300 – 10271 Yonge Street, Richmond Hill ON L4C 3B5 or send an email to info@larchefoundation.ca.

6. Safeguarding Donor Personal Information

Personal Information is protected with security safeguards appropriate to the sensitivity of the information.

Foundation uses password protocols and secure websites to protect Personal Information received when an online donation is made. Foundation software is routinely updated to maximize protection of such information.

7. The Foundation privacy and procedure practices are available upon request

The Foundation makes its practices relating to the management of Personal Information available by posting the Foundation's Privacy Policy on its websites. Donors may request a print version of Foundation's Privacy Policy by contacting the L'Arche Canada Foundation, 300 – 10271 Yonge Street, Richmond Hill ON L4C 3B5 or send an email to info@larchefoundation.ca.

8. Access to Personal Information.

Donors may request whether the Foundation holds personal information Donors. Donors may review that information and ensure its accuracy by contacting L'Arche Canada Foundation, 300 – 10271 Yonge Street, Richmond Hill ON L4C 3B5 or send an email to info@larchefoundation.ca.

9. Compliance with the Foundation's privacy practices

If Donors are concerned about the Foundation's compliance privacy policy compliance, please contact L'Arche Canada Foundation, 300 – 10271 Yonge Street, Richmond Hill ON L4C 3B5. The Foundation will investigate all complaints. If a complaint identifies a gap in compliance, the Foundation will take appropriate steps to remedy the situation, including reviewing and amending Foundation's policies and practices, if and where necessary.

Contacting the Foundation

Questions, comments and concerns regarding the handling of Personal Information may be directed to L'Arche Canada Foundation, 300 – 10271 Yonge Street, Richmond Hill ON L4C 3B5 or send an email to info@larchefoundation.ca.

If a Donor wishes to limit or opt-out of future contact by the Foundation, please write to us at: L'Arche Canada Foundation, 300 – 10271 Yonge Street, Richmond Hill ON L4C 3B5 or send an email to info@larchefoundation.ca.