

Richmond Hospital Foundation - Privacy Policy

Purpose

Richmond Hospital Foundation (the “Foundation”) is committed to respecting and protecting the personal information of our donors, volunteers and employees. The following policy adheres to the Canadian Standards Association Model Privacy Code and meets or exceeds all federal and provincial legislative requirements.

Principle 1. Accountability

- 1.1** The Foundation is responsible for personal information in its possession or custody.
- 1.2** Accountability for the Foundation’s compliance with this Privacy Policy rests with Natalie Meixner, who has been designated as the Foundation’s Chief Executive Officer (effective September 19, 2012).
- 1.3** The Foundation has implemented procedures to protect any personal information in its possession and has established procedures to respond to inquiries and complaints about the Foundation’s Privacy Policy.
- 1.4** The Foundation is responsible for personal information that has been transferred to a third party for processing. Prior to any such transfer the Foundation verifies that a comparable level of protection is provided during the processing.

Principle 2. Identifying Purposes

- 2.1** The Foundation will identify the purposes for which personal information is collected at or before the time the information is collected.
- 2.2** Generally, the personal information collected by the Foundation is used to process donations, maintain records of contributions and keep donors informed of the latest news and fundraising initiatives.

Principle 3. Consent

- 3.1** The Foundation will ensure that the knowledge and consent of the individual is obtained, either explicitly or implicitly, prior to the collection, use, or disclosure of personal information.
- 3.2** The Foundation will make a reasonable effort to ensure that the individual is advised of the purposes for which the information will be used.
- 3.3** The Foundation recognizes the individual’s right to withdraw consent at anytime.
- 3.4** The Foundation may collect, use and disclose personal information without consent if that information is considered by law to be in the public domain.

- d. A copy of any document that explains the Foundation's policies, procedures, standards or codes, and;
- e. The types of information available to third parties.

Principle 9. Individual Access

- 9.1 Upon request, the Foundation will inform an individual within a reasonable amount of time whether or not the Foundation holds personal information about the individual.
- 9.2 The requested information will be provided in a form that is reasonably understandable.
- 9.3 The requested information will be provided within 30 days (unless the Foundation is granted a time extension in compliance with federal and provincial legislation).
- 9.4 In the event that the individual is asked for additional personal information in order to facilitate the request, that information will only be used for that purpose.
- 9.5 In the event that the requested information is inaccurate, the Foundation will amend the information as required.
- 9.6 Upon request, the Foundation will provide specific information about third parties to whom personal information has been disclosed.

Principle 10. Challenging Compliance

- 10.1 The Foundation will have procedures in place to receive and respond to complaints or inquiries about their policies and practices relating to the handling of personal information.
- 10.2 The complaint procedure will be easily accessible and simple to use. Individuals who make inquiries or lodge complaints will be informed of relevant complaint mechanisms.
- 10.3 If a complaint is found to be justified, the Foundation will take appropriate measures, including, if necessary, amending its policies and practices.

How to Contact the Privacy Officer

Natalie Meixner can be reached at (604) 244-5205.