

UNIVERSITY OF VICTORIA FOUNDATION

While we have always respected our donors' privacy and safeguarded their personal information, we have strengthened our commitment to protecting personal information as a result of the Personal Information Protection Act (PIPA), which came into effect on January 1, 2004. PIPA applies to all B.C. businesses and not-for-profit organizations that collect, use and disclose personal information.

We will inform our donors of why and how we collect, use and disclose their personal information, obtain their consent where required, and only handle their personal information in a manner that is reasonable to consider appropriate in the circumstances.

This Personal Information Protection Policy, in compliance with PIPA, outlines how we will follow in protecting donors' personal information. Our privacy commitment includes ensuring the confidentiality, and security of our donors' personal information and allowing them to access and correction of, their personal information.

Scope of this Policy

This Personal Information Protection Policy applies to University of Victoria Foundation and any service providers collecting, using or disclosing personal information on behalf of University of Victoria Foundation.

1.2 We will only collect donor information that is necessary to fulfill the following purposes:

- To identify donor preferences;
- To open and manage an endowment fund;
- To deliver receipts and endowment reports;
- To send out association membership information;
- To contact donors for fundraising activities;
- To ensure a high standard of service to our donors; and
- To meet regulatory requirements;

Policy 2 – Consent

2.1 We will obtain donor consent to collect, use or disclose personal information (except where, as noted below, we are authorized to do so without consent).

2.2 Consent can be provided orally, in writing, electronically or through an authorized representative or it can be implied where the purpose for collecting using or disclosing the personal information would be considered obvious and the disclosure is necessary for the purposes of the organization's activities.

