



POLICY

Privacy Policy

No. 000015

Privacy Policy

At the Ignite Durham Learning Foundation ("IDLF"), we value the privacy of our donors, sponsors, Board members, volunteers, and partners. This Privacy Policy outlines how we collect, use, disclose, and protect personal information in compliance with Canadian privacy laws, including the Personal Information Protection and Electronic Documents Act (PIPEDA).

1. Commitment to Privacy

We are committed to safeguarding your personal information and ensuring that it is used in a manner that aligns with our obligations under Canadian privacy legislation. This policy explains our practices regarding the collection, use, and disclosure of your personal information when you interact with us, whether through our website, Donor Perfect CRM, events, social media, constant contact, or other communication channels.

2. Information We Collect

We collect personal information necessary for the purposes of carrying out our operations and activities, which may include:

- **Donors and Sponsors:** Full name, contact information (address, email, phone number), donation history, payment details, and any other information necessary to process and acknowledge donations and official Canada Revenue Agency tax receipts.
- **Board Members:** Full name, contact information, employer, job title, date of birth, vulnerable sector police record check, and any other information needed for the Canada Revenue Agency and the Province of Ontario.
- **Volunteers:** Full name, contact information (address, email, phone number), volunteer history, volunteer interests, vulnerable sector police record check, and any other information needed for the Canada Revenue Agency and the Province of Ontario.
- **Event Participants:** Name, contact details, event attendance, and any preferences related to our events.

We collect this information through philanthropic and voluntary interactions, such as donations, event registrations, membership applications, volunteerism, and inquiries.

3. How We Use Your Information

We use the personal information we collect to:

- Process and acknowledge donations and contributions.
- Communicate with donors, sponsors, and members about upcoming events, opportunities, and initiatives.

- Fulfill legal and regulatory requirements, including issuing charitable receipts and maintaining accurate financial records.
- Ensure that we can properly manage our relationship with you as a donor, sponsor, volunteer or Board member.
- Improve our services and operations based on your feedback and participation.

4. Disclosure of Personal Information

We will not sell, rent, or trade your personal information to any third party. However, we may disclose your information in the following situations:

- **Legal Requirements:** We may disclose personal information when required by law, such as in response to a subpoena or other legal process, or to protect our legal rights.
- **Third-Party Fundraising:** If we partner with other organizations for joint fundraising initiatives, we will notify you of the involvement of these partners. You will have the option to consent or opt out of sharing your information for these purposes.

5. Data Security and Third-Party Software

We take reasonable measures to protect your personal information from unauthorized access, disclosure, alteration, or destruction. This includes leveraging trusted third-party systems, such as QuickBooks and DonorPerfect, to support our operations securely and efficiently.

- **QuickBooks:** QuickBooks employs advanced, industry-recognized security measures to protect your financial data. These include password-protected sign-ins, firewall-protected servers, and encryption technologies used by leading global financial institutions. Data is stored on Amazon Web Services (AWS) cloud infrastructure, which ensures compliance with data residency laws and provides multiple layers of network, storage, and physical access security. Redundant backups further enhance data protection.
- **DonorPerfect:** DonorPerfect, provided by SofterWare, Inc., safeguards your information through administrative, physical, and technical measures. The platform collects and processes information such as contact details, payment data, and event participation details to support donor relationship management, communications, and events. It employs encryption, cookies, and other secure technologies to ensure privacy. DonorPerfect may also use third-party services for analytics, advertising, or improving user experience, always in compliance with applicable laws.

These third-party systems are essential to our ability to manage finances, donations, and donor relationships effectively. We carefully select and monitor these providers to ensure their practices align with our privacy standards and applicable laws.

While we strive to work with trusted vendors, no system can guarantee absolute security. As recommended, we consistently maintain strong passwords that are changed on a regular basis.

7. Access and Correction of Your Information

You have the right to request access to your personal information held by us and to request corrections to ensure its accuracy. If you wish to review or correct the information we hold, please contact us.

8. Retention of Personal Information

We retain personal information only for as long as necessary to fulfill the purposes for which it was collected, including compliance with legal and accounting requirements. When personal information is no longer required, it will be securely destroyed or anonymized.

9. Consent

By providing your personal information to us, you consent to its collection, use, and disclosure as described in this Privacy Policy. You may withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice. If you choose to withdraw consent, please note that we may not be able to continue to provide certain services or directly communicate with you.

10. Changes to This Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our practices or legal obligations. Any changes will be posted on our website, and we encourage you to review the policy periodically. The revised Privacy Policy will take effect as soon as it is posted.

11. Contact Us

If you have any questions, concerns, or requests regarding this Privacy Policy or the handling of your personal information, please contact us:

Ignite Durham Learning Foundation

Administrative Assistant

Email: ignite.foundation@ddsb.ca

Phone: (905)666-6000

Mailing Address: 400 Taunton Road E., Whitby, ON., L1R 2K6.

By donating, sponsoring, or becoming a member of the Ignite Durham Learning Foundation, you agree to the terms outlined in this Privacy Policy. We thank you for your continued support and trust.

This Privacy Policy reflects the Ignite Durham Learning Foundation's commitment to transparency and accountability in our data practices, ensuring we honour your privacy and comply with the law.

Policy Review and Approval

- Date of Approval
- Approved by
- Next Review Date