

The Toronto People With AIDS Foundation

Privacy and Confidentiality Policy

I. Our Commitment

The Toronto People With AIDS Foundation is committed to protecting the privacy of the personal information of its employees, members, clients, donors, volunteers and other stakeholders. We value the trust of those we deal with, and of the public, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us. During the course of our various projects and activities, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy practices are designed to achieve this.

II. Privacy Practices Collection, Use and Disclosure

We collect, use and disclose personal information only for purposes that a reasonable person would consider appropriate in light of the circumstances. We routinely offer individuals we deal with the opportunity to opt not to have their information shared for purposes beyond those for which it was explicitly collected.

Storage of Information

Personal information gathered by our organization is kept in confidence. Our personnel are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed. We use password protocols and encryption software to protect personal and other information we receive when an event or service is requested and/or paid for online.

III. Defining Personal Information

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Exceptions: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information. Where an individual uses his or her home contact information as business contact information as well, we consider that the contact information provided is business contact information, and is not therefore subject to protection as personal information.

IV. Updating of Privacy Policy

We regularly review our privacy practices for our various activities, and update our policy. Please check this website on an on-going basis for information on our most up-to-date practices.

V. Full Policy Contact Information

Questions, concerns or complaints relating to the Toronto People With AIDS Foundation's privacy policy on the treatment of personal information should be directed to our Director of Philanthropy and Communications by e-mail at donate@pwatoronto.org, or by calling 416-506-1400 ext 240.



TORONTO PEOPLE WITH AIDS FOUNDATION
Making a *positive* difference.

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