

Privacy Policy of the Ottawa Jewish Community Foundation

Respecting Your Personal Information

Personal Information is information from which you could be identified, or which identifies you.

The Ottawa Jewish Community Foundation respects your privacy and maintains high standards to protect the confidentiality of the personal information of our donors and potential donors.

The collection, use and disclosure of personal information for commercial activities by not-for-profit and other organizations is governed by privacy principles and laws including the *Personal Information Protection and Electronic Documents Act* (PIPEDA). Our organization's Privacy Policy describes the treatment and protection afforded personal information by the Ottawa Jewish Community Foundation.

The goal of the Ottawa Jewish Community Foundation is to ensure that there is sufficient financial support for the continued development of a strong and vibrant Jewish community.

To accomplish our goals, the Ottawa Jewish Community Foundation collects personal information including, but not limited to, name, address, phone/fax numbers, email address, pledge and donation history (including amounts and preferences for how it is allocated), synagogue affiliation and date of birth, and uses this information for the following purposes:

- To distribute information to you that assists in creating an understanding of the community's needs.
- To communicate information to you about our programs, services and products.
- To advise of specific programs and services that may be of interest to you.
- To meet legal and regulatory requirements relating to the services we provide.
- To invoice, collect and process donations.
- The Ottawa Jewish Community Foundation may also review your donation preferences to determine your interest in specific programs or services and tailor our communication with you in an attempt to provide materials of interest to you.
- Where we are required by law to share the information.

The Ottawa Jewish Community Foundation may provide the personal information we collect from our database to the Jewish Federation of Ottawa (JFO) and the Ottawa Jewish Bulletin. The practice of the Foundation is to publicly disclose, information with respect to the name of the donor and the occasion, to the Ottawa Jewish Bulletin, as well as for the OJCF Annual Report.

As a fund holder, you will know the aggregate sum of donations received, as well as all donors to your fund (unless the donor wishes to remain anonymous) but will not be privy to the specifics of how much a certain donor contributed to your fund.

To access your personal information contained in our records, review your information or request an update to your information, or if you have questions or concerns about our personal information practices, or do not wish to receive information from us about community needs and our programs and events, or have your personal information provided to other community organizations please write to The Privacy Officer, Jewish Community Council of Ottawa, 21 Nadolny Sachs Private, Ottawa, Ontario K2A 1R9.

The Privacy Policy was approved on September 8th, 2005 by the Board of Directors on this set date and scheduled Board of Directors meeting.

Gregory Sanders, President