

Biggar and District Health Services Foundation Inc.

Personal Information Protection Policy

Biggar and District Health Services Foundation Inc. is committed to safeguarding the personal information entrusted to us by our donors, volunteers and supporters. This privacy statement outlines the practices we follow in protecting personal information.

This privacy statement applies to Biggar and District Health Services Foundation Inc. and to any person providing services on our behalf. A copy of this privacy statement is provided to any client on request.

What is personal information?

Personal information means information about an identifiable individual. An individual's name, home address and phone number are not considered personal information.

What personal information do we collect?

We collect only the personal information that we need for the purposes of providing services to our clients, volunteers and supporters, including personal information needed to:

- send out charitable income tax receipts
- send out event tickets
- send out association membership information
- send out information to volunteers and supporters

We normally collect client information directly from our clients. We may collect your information from other persons with your consent or as authorized by law.

We inform our clients, before or at the time of collecting personal information, of the purposes for which we are collecting the information. The only time we don't provide this notification is when a client volunteers information for an obvious purpose (for example, when a donor makes a donation in memoriam).

How do we safeguard personal information?

We make every reasonable effort to ensure that personal information is accurate and complete. We rely on individuals to notify us if there is a change to their personal information that may affect their relationship with our organization. If you are aware of an error in our information about you, please let us know and we will correct it on request wherever possible. In some cases we may ask for a written request for correction.

We protect personal information in a manner appropriate for the sensitivity of the information. We make every reasonable effort to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

We use appropriate security measures when destroying personal information, including shredding paper records and permanently deleting electronic records.

Questions and complaints

If you have a question or concern about any collection, use or disclosure of personal information by Biggar and District Health Services Foundation Inc., or about a request for access to your own personal information, please contact Patti Turk, Secretary 306-932-4948 or email biggarhealthservicesfoundation@outlook.com