

## **OFRF Privacy Statement**

At the Ottawa First Responders Foundation (OFRF) we are committed to protecting the privacy of our donors and volunteers and support a general policy of openness about how we collect, use and disclose personal information.

The purpose of this Privacy Statement is to inform you about our practices relating to the collection, use and disclosure of personal information which may be collected by us through you filling in forms, through the application process or otherwise providing information in order to participate in our events. By filling out the forms/applications, by participating in our events, or by using our website, you consent to the collection, use and disclosure of your personal information (as defined below) in accordance with the following terms and conditions.

This Privacy Statement also explains how you can contact us if you have a question about, want to make a change to or delete any personal information that we may be holding about you. We strongly recommend that you take the time to read this Privacy Statement and retain it for future reference.

### **Personal Information**

For the purpose of this Privacy Statement, "personal information" means information about an identifiable individual, but does not include the name, title or business address or telephone number of an employee of an organization.

### **What Personal Information We Collect**

OFRF collects personal information in order to verify donations, vet volunteer applications or to safely provide activities and events. This information includes but is not limited to contact information (such as name, address, e-mail address and telephone numbers), age, skills and educational background, employment history, volunteer experience, proof of identity (such as a signature).

OFRF collects financial information (such as credit card information and banking information on personal cheques) from donors and purchasers of lottery tickets.

### **How We Use Your Personal Information**

Personal information that is collected by OFRF or its representative is only used for OFRF purposes. OFRF uses your personal information to communicate with you through mailings, newsletters, announcements of upcoming events and opportunities, and in connection with fundraising requests. OFRF uses your information about skills, employment and volunteer history in order to best employ your talents in the service of our organization. OFRF uses financial information only in order to complete a donation or lottery ticket transaction.

OFRF maintains a database of information which is used to maintain current contact information. Only OFRF staff and third parties with a legitimate need to access this information have access to the database.

Any questions about how OFRF uses your personal information should be directed to [president@ottawafrr.ca](mailto:president@ottawafrr.ca).

## **When We Disclose Your Personal Information**

OFRF does not disclose personal information to individuals, organizations or corporations outside of OFRF at any time or for any reason, except with the consent of the individual member or as required or authorized by law.

OFRF may share personal information with third parties engaged to assist us in providing services to you or to carry out one or more of the purposes described above. These service providers are prohibited from using such personal information for any purpose other than to provide this assistance and are required to protect personal information disclosed by OFRF and to comply with the general privacy principles described in this Privacy Statement. In certain cases personal information may be transferred outside of Canada in those cases the information will be subject to the laws and regulations of the jurisdiction where the information is transferred.

OFRF reserves the right to disclose personal information to a third party if a law, regulation, search warrant, subpoena or court order legally requires or authorizes us to do so.

## **Knowledge and Consent**

OFRF collects personal information about you only when you voluntarily provide it. Typically, we will seek consent for the use or disclosure of such personal information at the time of collection. In certain circumstances, consent may be sought after the information has been collected but before use (for example, when we want to use information for a purpose not previously identified).

The form of consent that we seek, including whether it is express or implied, will largely depend on the sensitivity of the personal information and the reasonable expectations of the individual in the circumstances. When you fill out a OFRF form, for instance, you imply that we may use that information for the purpose for which you filled out the form.

You may withdraw consent at any time, subject to legal restrictions (such as information kept to protect OFRF from liability) and reasonable notice. If you wish to withdraw your consent, please email [president@ottawafrrf.ca](mailto:president@ottawafrrf.ca). We will inform you of the implications of withdrawing consent as appropriate.

OFRF does not, as a condition of participation, require you to consent to the collection, use or disclosure of information beyond that required to fulfill the explicitly specified and legitimate purposes for which the information is being provided.

## **How We Protect Your Personal Information**

OFRF makes all reasonable efforts to ensure that personal information collected from you is protected against loss and unauthorized access. This protection applies in relation to information stored in both electronic and hard copy form. Access to your personal information is restricted to selected individuals. In addition, OFRF employs generally accepted information security techniques, such as firewalls, access control procedures and cryptography, to protect personal information against loss and unauthorized access.

## **Retention of Your Personal Information**

OFRF retains your personal information for as long as necessary to fulfill the purposes for which it was collected. In some cases, it is necessary for OFRF to retain personal information for longer, in order to protect OFRF from liability in the event of a dispute.

## **Website**

If you visit the [ottawafrrf.ca](http://ottawafrrf.ca) or [firstresponders5050.ca](http://firstresponders5050.ca) website, and do not actively provide any personal information, OFRF still stores certain information automatically, via the placement of a text file called a "cookie" in the browser directory of your computer's hard drive. The cookie cannot be read by any website other than the one that set up the cookies. If you choose to modify your browser to disable cookies, some pages of this website may not function properly.

OFRF will only collect and store the following information about your visit to our website:

The Internet domain from which you accessed the site;

The type of browser and operating system you are using;

The date and time of your visit;

The pages within the site that you visit; and

If you linked to another website from either OFRF site, the address of that site.

OFRF uses this information to count the number of visitors to the different OFRF web pages, in order to make the site more useful to visitors. You should be aware that operators of linked websites may also collect your personal information (including information generated through the use of cookies) when you link to their websites. OFRF is not responsible for how such third parties collect, use or disclose your personal information, so it is important to familiarize yourself with their privacy policies before providing them with your personal information.

Additionally, we may give third-party advertising companies permission to use cookies, web beacons, and other technologies to collect or receive information about your visit to our website, and to use that information to target ads and provide measurement services for us. You may opt out from the collection and use of your web viewing data for interest-based advertising by taking the steps outlined on these websites: <http://youradchoices.ca/choices/> (in Canada) and <http://www.aboutads.info/choices> and <http://www.networkadvertising.org/choices> (in the US).

## **Changes to this Privacy Statement**

OFRF reserves the right to modify this Privacy Statement at anytime. The Privacy Statement posted via the OFRF website shall be deemed to be the Privacy Statement in effect. A current copy of the Privacy Statement can be obtained at any time by contacting: [president@ottawafrrf.ca](mailto:president@ottawafrrf.ca)

## **Contacting Us**

In the event that you have any questions about OFRF's Privacy Statement or if you have reason to believe that OFRF may have failed to adhere to this Privacy Statement, you may contact us at [president@ottawafrrf.ca](mailto:president@ottawafrrf.ca). If you no longer wish to receive email from OFRF please send notification by email to [president@ottawafrrf.ca](mailto:president@ottawafrrf.ca) including the email address you do not want to be contacted at.

3/2022