



## Seaforth Community Hospital Foundation Privacy Policy and Statement

**Adopted: September 15, 2021**

### **Our Respect for Your Privacy**

The Seaforth Community Hospital Foundation (SCH Foundation) recognizes your right to confidentiality and pledges to protect your privacy. We adhere to all applicable privacy legislation in Canada.

The Foundation does not sell, trade or otherwise share our contact lists.

The SCH Foundation is committed to protecting the privacy of its employees, donors, volunteers and other stakeholders. We value the trust of those with whom we deal, and of the public. We recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information you choose to share with us.

### **Collection and Use of Personal Information**

The SCH Foundation collects a limited amount of personal information about its donors, volunteers and potential supporters, including name, title, address, telephone numbers, email address, past donations and other relevant contact information.

This information is collected in order to comply with Canada Customs and Revenue Agency requirements; to provide donors and potential supporters with information about the activities of the Huron Perth Healthcare Alliance (HPHA) Seaforth Community Hospital site and SCH Foundation; to provide donors with stewardship information, and to promote opportunities where donors and potential supporters may support the SCH Foundation.

When donors make contributions we also collect:

- Method of payment and amount of the contribution
- Standard credit card information

In the case of memorial/in honour contributions where a letter is sent to a designated recipient their contact information is also kept.

### **Information Safe Keeping**

We maintain records of all contributions made to the SCH Foundation and interest and affiliation information of donors, volunteers and potential donors. This information is only used for the benefit of the SCH Foundation in its endeavours to raise funds for the HPHA Seaforth Community Hospital site. The SCH Foundation does not trade, sell or share this information.

To prevent unauthorized access, maintain data accuracy, and ensure the correct use of information, we strive to maintain physical, electronic and administrative safeguards to secure the information we collect. All information is accessible only to authorized staff.

### **Changes to Our Policy**

We will regularly review our privacy practices. We reserve the right to change our privacy policy.

### **Access to Your Information**

To help us keep your personal information up-to-date, we encourage you to notify us of inaccuracies, corrections or change of address as often as you wish.

All requests to access your Personal Information must be made in person. We will need photo identification from you to verify your identity before we can provide you with the personal information we hold. Some information may not be disclosed due to legal reasons.

### **Questions**

If you have any questions or concerns relating to the treatment of Personal Information please contact:

Chair  
Seaforth Community Hospital Foundation  
24 Centennial Drive, PO Box 99  
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519-527-1650  
[seaforth.foundation@hpha.ca](mailto:seaforth.foundation@hpha.ca)

Privacy Policy and Statement adopted by the Seaforth Community Hospital Foundation Board of Directors September 15, 2021.