



**YMCA OF GREATER SAINT JOHN ENDOWMENT FUND INC.
(the "Endowment")**

SUBJECT: Privacy Policy (the "Policy")
EFFECTIVE DATE: September 16, 2021
ISSUED BY: The Board of Directors (the "Board") of the Endowment
APPROVED BY: The Board on September 16, 2021

The Endowment is committed to protecting the privacy of its volunteers, donors and other supporters. Your privacy and your trust are important to us. We recognize that maintaining your trust requires us to be transparent and accountable in how we treat the information that you choose to share with us.

Anyone who gives us their personal information can expect that it will be carefully protected and that any use of, or other dealing with it, is subject to consent. The following policies reflect our pledge to protect your privacy.

Accountability for Personal Information

Personal information is any information that can be used to identify a specific individual. This information includes whether an individual has donated to the Endowment, how much was donated, and an individual's contact information. We keep the personal information you provide to us in strict confidence, and do not disclose this information without consent. Business contact information, such as names, addresses, telephone numbers or e-mail addresses that are published to the public, are not considered personal information.

We collect and use personal information that you provide as a donor, participant or volunteer in accordance with this policy.

Collection

Our collection of your personal information is limited to the information that is relevant and necessary to our fundraising efforts, the connected fundraising efforts of the YMCA of Greater Saint John Inc. (the "YMCA"), and our work to invest, grow, spend and account for the donations given to us.

Use, Disclosure and Retention

The Endowment does not sell any of your personal information. Your personal information will not be used or disclosed for any purposes other than those for which it was collected, unless required by law, which you will be notified of. Your personal information will be retained only as long as necessary for the fulfillment of the purposes it was collected for.

We use and disclose data that does not identify individuals to the YMCA, for statistical purposes. We disclose internally the parts of your personal information that we deem necessary to facilitate our operations, to our volunteers and to the staff of the YMCA who support the Endowment in our operations. We do not and will not disclose your personal information outside of our organization, without your prior consent.

Consent

We require a person's consent in order to collect, use and disclose their personal information. We receive either express or implied consent, which can be provided to us directly by the individual or by their authorized representative. We accept express consent orally, by electronic acknowledgement or in other writing. We treat your dealing with the Endowment, by the making of a donation, or by volunteering, as your implied consent to our collection, use and disclosure of your personal information in our ordinary internal operations, as we identify as being necessary.

Access to Information

You may have access to and review a complete description of the personal information that we have collected from you. We will undertake to correct any errors in your information that you ask to have corrected.

Confidentiality and Security

The Endowment maintains physical, electronic and administrative safeguards that are appropriate to the type of personal information we obtain from you. Access to personal information will be limited to those who require such information to fulfill responsibilities in connection with the operation of the Endowment. We make arrangements that ensure the confidentiality of your personal information, on a continuing basis, with each of our volunteers and each member of the YMCA staff who support the Endowment.

Destruction of Information

We will undertake to destroy any of your personal information that we are not required to keep for a legal purpose, or for the purpose of the continued operation of the Endowment, as we may determine.

Website Terms and Conditions

The Endowment's website is part of the website owned and managed by the YMCA, and its use is subject to the terms and conditions of use of the YMCA website.

Updating of Privacy Policy

The Endowment regularly reviews its policies and procedures to ensure we remain current with evolving public expectations and changing laws. This policy will be reviewed and amended from time to time, at the discretion of the Board.

Contact Information

Questions, concerns or complaints relating to the Endowment's privacy policy or the treatment of personal information should be directed in writing to:

Board Chair
YMCA of Greater Saint John Endowment Fund Inc.
191 Churchill Blvd, Saint John, NB E2K 3E2