



**BOWEN ISLAND
COMMUNITY
FOUNDATION**

PRIVACY PROTECTION POLICY

ACCOUNTABILITY

Bowen Island Community Foundation (the Foundation) is responsible for personal information under its control and has designated a Privacy Officer who is accountable for assisting in complying with applicable privacy laws.* The name or title and contact information of the Privacy Officer and his/her delegates is a matter of public knowledge, and is set out at the end of this notice.

IDENTIFYING PURPOSES

The Foundation identifies to members of the public (hereinafter “individuals”) the purpose for which it collects personal information at or before the time of collection, and in any case, prior to use or disclosure of the personal information for the identified purposes.

CONSENT

The knowledge and consent of the individual are required for the collection, use or disclosure of personal information, except where the collection, use, or disclosure of personal information without such knowledge and consent is permitted or required by law. Consent may be implied in appropriate circumstances.

LIMITED COLLECTION

The Foundation limits the collection of personal information to that which is necessary for the identified purposes. Such information is collected by fair and lawful means.

*“Personal information” generally refers to any information about an identifiable individual, but does not include information that amounts to business contact information.



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LIMITED USE, DISCLOSURE AND RETENTION

Personal information is not used or disclosed for purposes other than the identified purposes, except with the consent of the individual or as otherwise permitted or required by law. Personal information is retained only as long as is necessary (i) to fulfill the identified purposes and related internal business purposes, (ii) to permit an individual to access his or her personal information and/or exhaust any recourse available to him/her under the applicable privacy law, or (iii) as otherwise permitted or required by law.

ACCURACY

The Foundation keeps the personal information it collects as accurate, complete, and up-to-date as is necessary in order to fulfil the identified purposes, while minimizing the possibility that inappropriate information could be used to make a decision about an individual.

SAFEGUARDS

The Foundation has adopted security safeguards appropriate to the sensitivity, format and method of storage of the personal information in order to protect such personal information.

OPENNESS

The Foundation will make readily available to individuals specific information about its privacy policies and practices.

INDIVIDUAL ACCESS

Upon written request, which shall be directed to the contact information provided below, the Foundation will generally inform an individual of the existence, use and disclosure of his/her personal information, and will generally provide that individual with access to the information. The Foundation will also permit the individual to challenge the accuracy and completeness of the personal information. Access to such information will be denied where such denial (i) is permitted by law and deemed by the Foundation to be reasonably necessary in the circumstances, or (ii) is required by law.



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CHALLENGING COMPLIANCE

An individual shall be able to address a concern or an inquiry regarding the Foundation's compliance with the principles expressed herein to the Foundation's Privacy Officer. Any such concerns or inquiries may be addressed in writing to:

Bowen Island Community Foundation
P.O. Box 18
Bowen Island BC
V0N 1G0
Attention: Privacy Officer

or by sending an email to info@bowenfoundation.com to the attention of the Privacy Officer.

Approved by the Board: April 26, 2016