



Tipi of Hope Foundation

Privacy Policy

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Introduction

Our Policy outlines:

- How and why we collect your personal information;
- How your personal information is used and protected;
- When and with whom we share your personal information; and
- What choices you can make about how we collect, use, and share your personal information.

Application

This Policy provides direction for the Tipi of Hope Foundation's (Foundation) Board of Directors (Directors), Employees, and Volunteers. Additionally, it applies to third parties who work alongside the Foundation and those who submit information to use.

Definitions

Personal information is information that identifies you or reasonably can be linked to information that identifies you. For example, when you submit a Story to the Foundation, we collect personal information, such as name, address, phone number, and email.

Regulations

While many statutes impose specific requirements on the Foundation, the generally applicable statutes are as follows:

- [Societies Act of British Columbia](#), as amended from time to time.
- [Personal Information Protection and Electronic Documents Act](#) (PIPEDA), as amended from time to time.

Policy

Accountability

- Our Directors, Employees, and Volunteers' personal information will be managed securely.
- All Directors have Foundation-managed email to ensure external personal information is not disclosed unless a waiver has been signed.
- Third-party submitters to the Foundation's website occur. Personal information from these areas of our website will be managed securely.

How do we Collect this Information?

- We collect information in a variety of ways, including but not limited to:
 - Directly from you or a member of your household.
 - Collected through an online submittal on our website.

How do we Share your Personal Information?

- We are careful to share your personal information in ways that respect your privacy and only as described in this Policy.
- We do not sell or rent your personal information to others for money.

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- We may share your personal information in the following circumstances:
 - Service Providers: we share information about you with service providers with our business activities, such as a publisher when we publish a book or a merchandise company to create merchandise. We do not allow our service providers to use or share your personal information for any purpose other than providing services on our behalf. Your personal information may be stored and processed by our service providers in Canada.

Your Choice

- Should you wish to not have any personal information disclosed, please email info@tipiofhope.ca. We can accept a Share your Story submittal and publish it without using any identifying information if requested in advance.
- You may also wish not to use our services; thus, your personal information will not be disclosed.

Marketing

When we are sending marketing communications to you, we use the following standards:

- We use an opt-in standard for automated phone and text messages and for sharing personal information with companies outside our corporate family of companies for their use in direct marketing of their products, such as sending you a newsletter. Opt-in means we will only conduct the activity with your affirmative consent.
- Simply select to Opt-out should you wish to receive these communications no longer.

Secure Personal Information

- We recognize the importance of maintaining the security of our personal information.
- We have worked with a third-party website creator to ensure our website and e-mails use the latest technology to secure this data.

Retention

- We will keep the personal information we collect from you for as long as necessary or appropriate to carry out the purposes set forth in this Privacy Policy or any other notice provided at the time of data collection, such as providing products or services to you, supporting our business functions and operations, enabling us to communicate with you, providing marketing and personalization, and conducting research, or satisfying our legal or contractual obligations.

Privacy of Children

- We will not knowingly post on our website or social media channels pictures of children under the age of 13 unless written consent by their parent or guardian has been provided.
- We will not knowingly collect personal information of children and, instead, a waiver from a parent or guardian is required.

Breach of Policy

Breaches of this Policy by Director, Employee, or Volunteer include, but are not limited to, the following:

- Failure to comply with any of the requirements set out in this Policy.

Consequences of Breach of Policy

Where there has been a failure on the part of a Director, Employee, or Volunteer to comply with the terms of this Policy, the Board shall:

- Issue a written reprimand to the Director, Employee, or Volunteer;
- Issue direction that the Director is to step down immediately; or
- Terminate the Employee or Volunteer immediately.

Actions in relation to a breach of a Policy shall follow the Foundation's Bylaws and other related procedures.