

## Foundation for Advancing Family Medicine Donor Privacy Policy

### Introduction

The Foundation for Advancing Family Medicine (FAFM) respects donors' right to privacy and is committed to protecting the privacy of donors and the security of their personal information under our control.

**Definition: Personal Information** Personal information is defined as any information that can be used to distinguish, identify or contact a specific individual.

### Policy

As a part of fundraising, personal information is gathered and used. Donors can expect that this will be carefully protected. We do not sell, rent, trade or share mailing lists.

The FAFM embraces the principles of privacy under the Personal Information Protection and Electronic Documents Act (PIPEDA), and Canada's Anti-Spam Legislation (CASL) to ensure that all personal information is properly collected, used only for the purposes for which it is collected, and is disposed of in a safe and timely manner when no longer required.

*For more information*

<https://www.priv.gc.ca/en/privacy-topics/privacy-laws-in-canada/the-personal-information-protection-and-electronic-documents-act-pipeda/>  
<http://fightspam.gc.ca/eic/site/030.nsf/eng/home>

### Procedure

Our fundraising practices adhere to professional codes of conduct including those of the Association of Fundraising Professionals.

The Foundation for Advancing Family Medicine maintains the names, addresses, phone numbers and email of donors. Data is also maintained on donations of current and prior years, and donation receipt numbers as required by the Canada Revenue Agency for receipt verification.

Donor records are stored in the FAFM database to which only designated FAFM staff have access.

Consent is obtained from donors. Personal information is used and disclosed with their permission.

A level of personal information is collected, used and disclosed for only certain purposes: to administer a donation, to ask for renewed support, know who the donors are, share information about initiatives, invite donors to recognition and fundraising events, comply with legal/regulatory requirements, and thank donors for their support.

The amount of personal information collected is limited to the requirements of the Foundation.

The Foundation is committed to maintaining accurate, complete, and up to date information.

**FAFM Board of Directors approved this policy October 2016.**