JA Central Ontario's Privacy Policy

At JA Central Ontario, we recognize the importance of privacy and are committed to maintaining the accuracy, confidentiality, and security of your personal information. This privacy policy describes the personal information that JA Central Ontario collects, how we manage that information and the circumstances under which we may disclose that information.

Personal Information

Personal information is any information about an identifiable individual, other than an individual's business title or business contact information. Personal information (e.g. name, address, age, credit card information, banking information) only includes information that can be associated with or tracked back to a specific individual. Information that is publicly available, such as a telephone directory listing, is not considered to be personal information.

Information Collected by JA Central Ontario

1) Personally identifying information

JA Central Ontario only collects personally identifying information about donors, students, teachers, volunteers and event participants for fundraising, program and service delivery, as well as to establish, maintain and manage our relationship with you.

Your provision of personal information to JA Central Ontario means that you agree and consent that we may collect, use and disclose your personal information in accordance with this privacy policy. If you do not agree with these terms, please do not provide any personal information to JA Central Ontario.

The information JA Central Ontario collects is the minimum amount we need to establish and maintain a service, volunteer, participant, donor or program relationship with you. This includes but is not limited to:

- contact and identification information, such as your name, address, telephone number and e- mail address

416.360.5252 133 Richmond St. W, Suite 405, Toronto, ON M5H 2L3 www.jacentralontario.org

- donation information such as date of gift, amount of gift, and name of spouse or partner if it was a joint gift
- financial information such as your payment methods and preferences, billing and banking information (credit card number and expiry date or chequing account transit numbers, in order to process your donation); for online financial transactions such as donations and event registrations, we process standard credit card information (card number, card type and expiration date) via PCI compliant software.

We may be required by law to disclose certain information about you, which you have provided to us. For example, some of the information JA Central Ontario collects is needed in order to satisfy the requirements of the Canada Revenue Agency (CRA) (e.g. processing income tax receipts). By providing personal information to JA Central Ontario, you consent to the disclosure of your personal information by JA Central Ontario as may be required by law. Personal information will only be disclosed pursuant to a court order.

JA Central Ontario generally collects your personal information directly from you and only with your consent. However, if the individual who has a relationship with the organization is a minor, information may be collected from a parent or legal guardian. In general, JA Central Ontario will not collect or use personal information about you obtained by any third party without your consent. JA Central Ontario will obtain your consent at the time that we collect your personal information. Your initial consent will be deemed to be consent to any subsequent use or disclosure of personal information provided to JA CENTRAL ONTARIO.

(2) Website practices – jacentralontario.org and jacocompanyprogram.ca

Usage tracking

Our website may automatically record some general information about your visit using Google Analytics, which we use for statistical analysis to help make sure our sites are more useful to visitors and make the most efficient use of donor dollars in our marketing efforts through targeted advertising. This information does not allow us to identify you individually. This information might include the:

416.360.5252 133 Richmond St. W, Suite 405, Toronto, ON M5H 2L3 www.jacentralontario.org

- Internet domain for your Internet service provider, such as “company.com” or “service.ca” and the IP address of the computer accessing the website, such as “ppp-55”;
- Type of browser you are using, such as Internet Explorer, Safari or Chrome;
- Type of operating system you are using such as Windows or Macintosh;
- Date and time of the visit to our site, the pages of our site that were visited, and the address of the previous website you were visiting if you linked to us from another website

If you wish, you may opt out of being tracked by Google Analytics by disabling or refusing the cookies; by disabling JavaScript within your browser; or by using the Google Analytics Opt-Out Browser Add-On. You are deemed to consent to us tracking your personal information through Google Analytics if you do not opt out of being tracked by Google Analytics.

Data collected for Web analytics purposes goes outside of Canada to Google servers and may be processed in any country where Google operates servers. Data may be subject to the governing legislation of that country. For further information about Google Analytics, please refer to the Google Analytics terms of service.

Cookies

We also use cookies that identify you as a return visitor and which can help us tailor information to suit your individual preferences. A cookie is a piece of data that a website can send to your browser, which may then store the cookie on your hard drive. The goal is to save you time and provide you with a more meaningful visit and to measure website activity. Cookies do not contain any personally identifying information. Many browsers, however, allow you to disable cookie collection if you wish, or inform you when a cookie is being stored on your hard drive.

Online transactions

We protect the security of your transactions on our website by using SSL web server certificates that offer secure communications by encrypting all data going to and from JA Central Ontario websites. By proceeding with online transactions on this website, you consent to the use of SSL web server.

Please be aware that JA Central Ontario is not responsible for the privacy practices of other websites that we link to. We encourage you to read the privacy statements of each and every website that requests personal information from you.

416.360.5252 133 Richmond St. W, Suite 405, Toronto, ON M5H 2L3 www.jacentralontario.org

Third Party Social Media

JA Central Ontario's use of social media serves is an extension of its presence on the internet. Social media account(s) are public and are not hosted on JA Central Ontario servers. Users who choose to interact with JA Central Ontario via social media should read the terms of service and privacy policies of these third-party service providers and those of any applications used to access them.

How does JA Central Ontario use your information?

JA Central Ontario uses your personal information, to process donations, to respond to your requests for services and information, to keep you informed about JA Central Ontario activities, and for fundraising. For example, if you have expressed an interest in participating in a JA Central Ontario program, we may send you information about other opportunities to support or participate in JA Central Ontario activities.

JA Central Ontario makes every attempt to use anonymous or aggregate information whenever possible. We may also use information that doesn't personally identify you in the following ways:

- to assist in the development of new programs, events, and services
- to provide donation recipients with summary or aggregate information about our donations, programs and services
- for internal research purposes
- to develop advertising based on donor preferences

By providing personal information to JA Central Ontario you agree to the use of your personal information for the above noted purposes.

When does JA Central Ontario Share your Information?

JA Central Ontario shares your personal information only with employees and/or volunteers who require such information to establish, manage and maintain our relationship with you. We may also disclose your personal information to third party service providers whom we engage to fundraise, process your donation, deliver a support service, support your volunteer activities, or answer your inquiry. These third party providers only have access to personal information that is needed to perform their services and may not use it for any other purpose. They are bound by agreements that obligate them to protect your personal information. Note that in

416.360.5252 133 Richmond St. W, Suite 405, Toronto, ON M5H 2L3 www.jacentralontario.org

working with our service providers, your personal information may be accessible in, or transferred to, a foreign jurisdiction. Such information may be provided to law enforcement or national security authorities of that jurisdiction in order to comply with foreign laws.

You hereby acknowledge that the use and/or disclosure of personal information is justified or permitted without consent in the following circumstances:

- where required by law or by order or requirement of a court, administrative agency or other governmental tribunal
- where JA Central Ontario believes, upon reasonable grounds, that it is necessary to protect the rights, privacy, safety or property of an identifiable person or group
- where the information is public

Fundraising helps to ensure the on-going stability and quality of the services and programs that JA Central Ontario provides to youth in central Ontario. If you do not want to receive any marketing or fundraising materials from JA Central Ontario, you may unsubscribe at any time by using the SafeUnsubscribe® link, found at the bottom of every Marketing email we send, or contact our Privacy Officer at privacy@jacentralontario.org. Please allow up to 8 weeks for your request to be processed, as campaigns may already be in progress.

Accuracy of Information

JA Central Ontario aims to ensure that any personal information provided is accurate, complete and current as required for the purposes for which the information is used.

Safeguarding of Information

JA Central Ontario takes reasonable measures to ensure that personal information is kept safe from loss or theft, unauthorized access, use, copying, disclosure or modification. Safeguards include physical, organizational and technical measures, including but not limited to:

- Key access to premises
- Restriction of access to files on a “need to know” basis;

416.360.5252 133 Richmond St. W, Suite 405, Toronto, ON M5H 2L3 www.jacentralontario.org

- Confidentiality undertakings by all employees;
- Firewalls, anti-virus, strong passwords and software solutions for technical security; and
- Retention of Information

JA Central Ontario keeps personal information only as long as it is required for the reasons it was collected. The length of time we retain information varies, depending on the program, service or event and the nature of the information, for example we keep financial information for 7 years, in accordance with CRA rules and regulations. The retention period may extend beyond your relationship with us. When your personal information is no longer required for JA Central Ontario the information is either physically destroyed and/or deleted.

If you have any questions about this privacy policy, please contact our Privacy Officer. Please note that as we cannot guarantee the security of Internet mail, all formal requests to access personal information should be made in writing.

Privacy Officer

JA Central Ontario

133 Richmond Street west, Suite 405 Toronto, Ontario

M5H 2L3

Phone: 416-360-5252

Email: privacy@jacentralontario.org