

# Privacy policy regarding the collection and use of information

The Douglas Mental Health University Institute Foundation is seriously committed to the protection of your privacy. The Douglas Institute Foundation wants to ensure that you are well informed about our privacy policy with regard to the collection and use of all personal information that you provide to us.

It is important that you read this policy carefully and understand it before sharing personal information on this website.

## What is personal information?

**Personal information** is any information that can be used to identify an individual. Certain public information, such as names, addresses, and telephone numbers are not considered personal information. This public information shall hereinafter be referred to as **contact information**.

## 1. Reasons for collecting information

The Douglas Institute Foundation shall determine and disclose the purposes for which personal information may be collected before or at the time of collection.

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Any personal information collected shall be used only for mutually agreed upon purposes except in situations subject to the law or for a new use consented to by the person concerned.

In general, the Douglas Institute Foundation collects personal information in the context of:

- Making a donation
- Subscribing to the Foundation's newsletter
- Registering for an event

## 2. Use of information

The Douglas Institute Foundation shall not use your personal information for any reason other than for that which it was intended and disclosed to you.

The Douglas Institute Foundation shall under no circumstances disclose the personal information for any purpose other than that for which it was collected unless the person

concerned authorizes it or if the law so requires.

Only staff members of the Douglas Institute Foundation who are responsible for the consensual use of your information will have access to it. The personal information shall be retained for as long as necessary for the attainment of the stated purposes.

### **3. Limited collection**

The Douglas shall collect only the personal information necessary for the purposes determined. It will specify, whenever required, whether a request for personal information is mandatory or optional in nature, and the consequences of the person accepting or refusing to provide one or more items of information.

### **4. Consent**

In the event that the Douglas Institute Foundation ever intends to use your information for any other purpose, we shall inform you of the collection, use, or disclosure of your personal information and shall always obtain your consent.

### **5. Safeguards**

All personal information is protected by security measures appropriate to the circumstances.

All information and transaction forms on our website are secure. No outside parties will be able to access anything you input into these forms.

Our employees sign confidentiality agreements and safeguards are in place to ensure that the information is not accessed, disclosed, or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed. Individuals may access their personal information at any time to ensure that it is correct and current, or to edit it.

### **6. Your contact information**

We never share our donor lists with other charities, organizations, or outside parties. We shall only use your contact information to get in touch with you regarding upcoming Douglas Institute Foundation events, to send you our latest news, or to ask for your continued support in our attempts to meet the Douglas' needs. If at any point you no longer wish to be contacted, you may notify us by phone, e-mail, or writing using the contact information below.

### **7. Challenging compliance**

The Douglas Institute Foundation shall receive and process every complaint from anyone relating to the implementation of this policy. All such complaints must be sent to the Douglas Mental Health University Institute Foundation at the address below.

**Douglas Institute Foundation**

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