

**The Canadian Federation of University Women – St. Catharines  
and  
Canadian Federation of University Women - St. Catharines Charitable Fund**

**PRIVACY POLICY  
November 12, 2016**

Our Commitment

The Canadian Federation of University Women – St. Catharines (the “Club”) is a non-profit organization whose purposes include the promotion and encouragement of the higher education of women, and the involvement of women in public, social and cultural affairs. The Club is a member of the national organization Canadian Federation of University Women.

The Club has established a registered charity, the Canadian Federation of University Women – St. Catharines Charitable Fund (the “Charitable Fund”), whose main purposes are to provide funds for educational purposes and to support local registered charitable organizations which help women and children.

The Club and the Charitable Fund are committed to keeping your personal information accurate, secure and confidential.

Scope of Policy

This Policy covers our collection, use and disclosure of personal information relating to our members, donors, and others.

Personal information is any information that can be used to identify or contact a specific individual, such as an individual’s name, home address, phone number, educational background, email address and photograph. It does not include business contact information and certain publicly available information.

Data Collection

We collect personal information from our members through our annual membership application form, through updates to our membership list with information provided by members, and for various purposes relating to the operation of the Club. We also collect personal information from participants in, donors to, and beneficiaries of, our various Club and Charitable Fund programs including our charitable activities.

We collect personal information only with the consent of the individual and only for purposes that a reasonable person would consider appropriate in the circumstances.

Consent, Use and Disclosure

The personal information we collect will not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law.

Consents related to members of the Club are more fully described in the Club's internal privacy procedures.

Members, donors and others can withdraw their consent at any time, by notifying our Privacy Contact.

The membership directory is only for the use of Club members, with respect to their Club activities. It is not to be used for other purposes such as marketing and it is not to be shared with non-members.

We do not sell, barter or lease our membership, donor or other fundraising lists.

#### Safeguards

We are committed to ensuring the security of member, donor and other personal information. We will take all reasonable steps to prevent unauthorized access or use, through specific measures such as physical protection, electronic measures and organizational measures.

#### Accuracy

We will make reasonable efforts to ensure that member, donor and other personal information that we maintain is accurate.

Members, donors and others may request that we correct their personal information. A request to correct personal information should be forwarded to our Privacy Contact.

#### Access to Information

Members, donors and others may access their personal information held by us. Requests for information should be directed to our Privacy Contact.

#### Date and Version of Policy

This Policy shall be in effect as of November 12, 2016.

#### Updating of Policy

We will regularly review our privacy practices and update this Policy as required.

#### Privacy Contact

Questions, concerns or requests relating to this Policy should be sent to the Privacy Contact at:

Email: [cfuwstcprivacy@gmail.com](mailto:cfuwstcprivacy@gmail.com)

Mail: CFUW St. Catharines, Attention: Privacy Contact, 125 Carlton Street, PO Box 23011, St. Catharines ON L2R 1R5