

COLLEGE MONTROSE CHILDREN'S PLACE

PRIVACY POLICY

Presented and Approved by the Board of Directors Sept 28, 2016

College Montrose Children's Place is committed to protecting personal information it collects, uses and discloses in accordance with applicable legislation. This Privacy Policy is a statement of principles and guidelines for the protection of personal information of participants, donors, directors, volunteers and other supporters.

CMCP collects personal information when you:

- Register with us or make use of our facilities and programs;
- Volunteer with our organization, on your own, or as part of a structured placement;
- Make a donation—to verify and process credit card information, and to issue receipts.

We acknowledge the support of donors in our Annual Report and in periodic communications like newsletters or postings on our website. We do not sell or rent donor or participant lists. We may contact you to solicit donations, or to collect information for programming, reporting or other statistical purposes. We may also collect personal information to satisfy legal, government or regulatory obligations.

We protect your personal information through staff and volunteer training about privacy issues, the signing of confidentiality agreements by those who access personal information in order to perform their duties, the use of locked files, a secure computer system and the shredding of discarded personal information.

We may occasionally film or photograph participants during our programming or special events. By registering for our programs and providing us with your personal information, you are consenting to its use in accordance with the principles outlined in this Privacy Policy. The Policy extends and applies to children under your care or custody.

Breaches of CMCP's Privacy Policy by staff or volunteers may result in dismissal for cause or termination of any ongoing relationship.

If you do not wish to be recognized in CMCP communications or publications, or if you do not wish to receive mailings from us, please let us know by calling the Community Engagement Manager at 416-532-9485, ext. 223.

CMCP reviews its Privacy and other policies in accordance with its by-laws to ensure we remain current with changing laws and evolving expectations.