

JEWISH FOUNDATION OF MANITOBA PRIVACY PROTECTION PLEDGE

At the Jewish Foundation of Manitoba, we respect your privacy. That is why we have developed the Jewish Foundation of Manitoba Privacy Code of which the objective is to specify the Jewish Foundation of Manitoba's guidelines for the collection, use and disclosure of your personal information.

The Jewish Foundation of Manitoba Privacy Code was developed to comply with the relevant portions of the *Personal Information Protection and Electronics Documents Act* (Canada). We have drafted the Jewish Foundation of Manitoba Privacy Code to facilitate our compliance with this new legislation and to demonstrate our commitment to protecting your personal information.

We have also developed the Jewish Foundation of Manitoba Privacy Protection Pledge. We want you to understand the purposes for which we collect personal information. We also want to make certain that we have your consent to continue to collect, use and disclose your personal information for those purposes.

Why do we need to collect, use and disclose your personal information?

If you are a donor of the Jewish Foundation of Manitoba or a recipient of a tribute card, we may have collected some basic personal information about you. We respect your privacy, which is why we collect personal information only for the following purposes:

- a) to identify donors for general purposes and, unless a donation is made on an anonymous basis, to recognize the nature and amount of the contribution by the donor in the annual report of the Jewish Foundation;
- (b) to send out tribute cards and maintain a record of both donors and recipients of tribute cards;
- (c) to establish and maintain a list of endowment funds for informational and distribution purposes;
- (d) to establish and maintain a listing of organizational endowment funds to be disclosed to the beneficiary of the corresponding organizational endowment for its legitimate business purposes;
- (e) to disclose to beneficiary organizations the name of the endowment fund that sources distributions received by that beneficiary organization.
- (f) to establish and maintain a list of scholarship and special grant applicants for the purpose of selecting scholarship and special grant recipients.

- (g) to provide to protect the Jewish Foundation against error and fraud;
- (h) to manage and develop the Jewish Foundation's personnel and employment matters; and
- (i) to meet legal and regulatory requirements, including the issuance of tax receipts.

How do we protect your personal information?

In order to protect your personal information, the Jewish Foundation of Manitoba:

1. will not collect, use or disclose your personal information for any purpose other than those identified above, except with your further consent;
2. will protect your personal information with appropriate security safeguards;
3. will protect the confidentiality of your personal information when dealing with other organizations;
4. will strive to keep your personal information as accurate and up to date as is necessary for the purposes identified above; and
5. will honour any request you make for access to your personal information.

What are your choices?

We would like to have your consent to continue to collect, use and disclose your personal information for the purposes identified above. However, you do have choices and can refuse or withdraw your consent as follows:

1. You may refuse to provide your personal information to us.
2. You may also withdraw your consent at any time, subject to legal or contractual restrictions and reasonable notice.

However, in either case, this may limit our ability to serve you.

If you have any questions or concerns about our personal information management system, please contact the Jewish Foundation of Manitoba Privacy Officer at (204) 477-7520 or via e-mail at info@jewishfoundation.org . Otherwise we shall assume that we have your consent to collect, use and disclose your personal information for the purposes identified above and in a manner consistent with the Jewish Foundation of Manitoba Privacy Code.

Please visit the Office of the Privacy Commissioner of Canada's web site at www.privcom.gc.ca