



## Privacy Policy

The Friends of Killarney Park (FOKP) is committed to protecting the privacy of personal information of its members, employees, customers, donors and other stakeholders. We keep personal information accurate and confidential and have instituted practices that will help ensure that personal information is handled responsibly.

### 1.0 Personal Information:

- 1.1 Contact and identification information such as name, address, telephone number, email address, donation and purchase information will only be used to process financial transactions and distribute communications regarding FOKP related activities.
- 1.2 Contact and identification information will never be sold to a third party. Contact information may be shared with vendors who are performing work on behalf of FOKP such as market researchers, mailing houses, etc.
- 1.3 All mass e-mail communications will give individuals the option to opt-out of future communications by e-mail. These requests will be stored on our database to ensure compliance.

### 2.0 Accuracy of Information:

- 2.1 FOKP will update contact information as provided by members, donors, etc.
- 2.2 FOKP may use publically accessible information to update records if contact information from our database becomes out of date.

### 3.0 Website Security

- 3.1 FOKP uses encryption technology to ensure the integrity and privacy of the personal and credit card information that you send to us via the internet when you become a member, make an online donation or place an online order.

### 4.0 Retention of Personal Information

- 4.1 Personal information will be kept for as long as required and is known to be correct except when an individual requests that FOKP no longer contacts them. Copies of donation information will be kept for a minimum of seven years, in accordance with Canada Revenue Agency rules and regulations.

### Revision History

Rev	Date of Issue	Issued by	Description of Change
A	2017-10-18	Governance Committee	Initial Release