

Policy Name:	PRIVACY POLICY				
Section:	A	Section Title:	GENERAL		
Part:	II	Part Title:	Philosophy		
Risk Category:		Effective Date:	2007	Review and Approval Date:	2010, 2013, 2018
Approval Authority:	Board of Directors	Date Revised:	2013	Review Cycle:	5 years
Responsible Executive:	Executive Director	Contact:	Executive Director		

POLICY:

We respect your privacy. When you visit our website, contact us, participate in one of our programs, become an employee, or make a donation to support our activities, we are committed to protecting your privacy rights and your personal information.

In order to do so, Yellow Brick House has adopted the 10 Privacy Principles contained within the Canadian Standards Association Model Code for the Protection of Personal Information, which is a national standard of Canada.

Our 10 Privacy Principles

1. Our responsibility to protect your personal information

Yellow Brick House is responsible for the protection of your personal information collected through any of our offices or program activities. This responsibility extends when information is transferred or collected by third parties on our behalf.

2. Our obligation to identify the purposes for collecting personal information

Before we collect any personal information from you, we will identify the purpose for the collection. A statement of purposes will be communicated wherever possible.

3. The requirement for knowledge and consent

We will only collect personal information with your knowledge and consent, except in limited situations as permitted by law. This may be with your express consent (for example, when you voluntarily provide information on a form for purposes you clearly understand and agree to) or by declining an opportunity to opt-out of our collection or use of your personal information. Opt-out consent will be used only for non-sensitive information where we believe that the privacy impacts are low and you will be provided with sufficient notice of your right to opt-out of such uses. Further, you can withdraw your consent to the collection, use or disclosure of your personal information at any time, subject to any legal requirements and reasonable notice. A decision to withhold some personal information may influence the ability of Yellow Brick House to provide you with service.

4. Limiting information collection

We only collect personal information relevant to the purposes that have been identified. We collect information fairly and lawfully, and directly from individuals wherever possible. We may obtain fundraising lists from third parties. You have the right to provide as much, or as little information as you

choose to share. If you provide information about a family medical history, this information will be considered as your information only, and not personal information of other family members.

5. Limiting use, disclosure and retention of your information

We will only use or disclose your personal information for the purposes we have identified to you.

6. Our responsibility to ensure the accuracy of your personal information

Other than fundraising lists, virtually all of the information that we collect comes directly from individuals themselves, for example on our donation form. We generally assume this information to be accurate and complete, unless we are informed otherwise.

7. Our responsibility to safeguard your personal information

Yellow Brick House uses appropriate safeguards to protect all personal information in its custody and control.

8. Our obligation to be open about our privacy policy and practices

We are open about our policies and procedures. We make reasonable efforts to inform individuals about our policies and procedures, the purposes for which we collect, use or disclose personal information, and how to access your personal information.

9. Your right to access your personal information

Upon request, we will inform you if we hold any personal information about you and provide you with access to this information. If we have any personal information about you, we will also tell you for what purposes it is used or disclosed. We do not share donor contact information with any other organizations or individuals.

You have a right to update any personal information that we hold on you. Should you wish to see the full contents of an information file, you must make a formal written request and mail it to:

Privacy Officer
Yellow Brick House
52 West Beaver Creek, Unit 4
Richmond Hill, ON L4B 1L9

10. Your right to challenge our compliance with our privacy policy

If, for any reason, you are concerned about our compliance with our privacy policy, please contact our Privacy Officer at the address listed above.