

Subject: General Policy		Number: 5.3	Pages: 4
Policy: Privacy Policy			
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## WindsorEssex Community Foundation

Windsor Essex Community Foundation (“WECF”) is committed to protecting your privacy. This WECF Privacy Policy applies to the collection, use and disclosure by WECF of information about identifiable individuals (“Personal Information”) collected by WECF during its operations and provision of services to members of WECF and others, and through our websites.

### Collection of your Personal Information

WECF may collect information about your visit to our websites, including the pages you view, the links you click and other actions taken within our websites. We also collect certain standard information that your browser sends to every web site you visit, such as your IP address, browser type and language, access times and referring web site addresses.

Certain WECF website services may be co-branded and offered in conjunction with other companies. If you register for or use such services, both WECF and the other companies may receive information collected in conjunction with the co-branded services.

### Use of your Personal Information

WECF uses your Personal Information to deliver our services to our members and others, including those who use our websites.

Our website services may include the display of customized content and advertising based upon the information WECF has collected. WECF may also use your Personal Information to inform you of other products or services available from WECF and may use your Personal Information to send you surveys regarding our current services or new services that WECF is considering offering.

### Disclosure or transfer of your Personal Information

WECF does not sell, rent or lease its membership or user lists to third parties. WECF may, from time to time, contact you on behalf of a third party about a particular offering or materials that we believe may be of interest to you. In those cases, your Personal Information (e-mail, name, address, telephone number) is not transferred to the third party.

We occasionally hire other companies (“Service Providers”) to provide limited services on our behalf, such as handling the processing and delivery of mailings, internet service providers sending our messages or

hosting our websites, providing member and user support, processing payment transactions, or performing statistical analyses of our services, marketing and membership support, among other WECF activities (collectively, the “Services”).

We will only permit Service Providers access to Personal Information to the extent that it is required to deliver the Services and will require them, through contractual means, to maintain the confidentiality of your information and respect your privacy. Specifically, we will require Service Providers to establish and maintain appropriate safeguards for Personal Information and prohibit them from using Personal Information we transfer to them, except for the purpose of providing the Services, and from disclosing such Personal Information.

WECF may access and/or disclose your Personal Information if required or permitted to do so by law. WECF may also access and/or disclose your Personal Information under the following circumstances: (a) to comply with a legal requirement including but not limited to one imposed by a warrant, subpoena, court order or like instrument served on WECF; (b) where WECF has reasonable grounds to believe that such access or disclosure is necessary to prevent or investigate any breach of an agreement or contravention of a law; or (c) in urgent circumstances to protect the life, health or security of any person.

WECF may also disclose your Personal Information to its successors or any assignee of WECF. Any use or disclosure of your Personal Information within WECF will remain subject to the limitations of this Privacy Policy.

### **Control of your Personal Information**

In certain instances, WECF offers its members and others an opportunity to limit the collection, use and sharing of their Personal Information. For example, you may choose not to receive marketing or promotional material from WECF, on its own behalf or on behalf of third parties and may stop the delivery of future promotional e-mail and newsletters. You may contact WECF at any time to unsubscribe from future marketing or promotional materials. Our contact details are set out below.

When providing Personal Information to WECF or responding to a communication from WECF, look for a button, box, or a question asking whether you want to provide or share your Personal Information, or an unsubscribe option.

If you withdraw your consent to receipt of materials or promotions, or unsubscribe from receiving electronic messages from WECF, you may choose to do so, but there may be an impact on which services WECF is able to provide to you.

### **Security of your Personal Information**

WECF is committed to protecting the security of your Personal Information. We use a variety of security technologies and procedures to help protect your Personal Information from unauthorized access, use, or disclosure. For example, we store the Personal Information you provide on computer systems with limited access, which are located in controlled facilities. When we transmit highly confidential information over

the Internet, we protect it through the use of encryption technologies, such as the Secure Socket Layer (SSL) protocol.

Some of the Service Providers used by WECF may be located outside of Canada or have computer servers located outside Canada. In such an event, your Personal Information may be seen by foreign governments or their agencies.

### **Use of Cookies**

WECF uses “cookies” to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you and can only be read by a web server in the domain that issued the cookie to you.

One of the primary purposes of cookies is to provide a convenience feature to save you time. For example, if you personalize the WECF pages on our websites, or register with WECF or subscribe to WECF services, a cookie helps to recall your specific information on subsequent visits. This simplifies the process of recording your Personal Information, such as billing address, preferred e-mail address, and so on. When you return to a WECF website, the information you previously provided can be retrieved, so you can easily use the WECF website features that you customized.

You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. Please note that if you choose to decline cookies, you may not be able to fully experience the interactive features of our websites.

### **Use of Web Beacons**

WECF web pages may contain electronic images known as web beacons – sometimes called single-pixel gifs – that allow WECF to count users who have visited those pages and to deliver co-branded services. WECF.CA may include web beacons in promotional e-mail messages or newsletters in order to determine whether messages have been opened and acted upon.

WECF may also place web beacons from third parties on our site in order to compile aggregated statistics and to help determine the effectiveness of our joint promotional or advertising campaigns. WECF.CA prohibits third parties, by contractual means, from using web beacons on our websites to access your Personal Information.

### **Statistics and Sharing**

Personal data collected by WECF is never shared without explicit consent. Any statistical or aggregate data that is gathered or shared for the purpose of statistical analysis is anonymized so it cannot be traced back to an individual record.

## **Links**

WECF websites contain links to other sites. Please be aware that we do not claim any responsibility for the privacy practices of such other sites. We encourage our users to be aware when they leave our sites and to read the privacy statements of each and every website. This Privacy Policy applies solely to Personal Information collected by websites owned by WECF.

## **Correction or Updating Personal Information**

If a user's Personal Information changes (such as postal code or email address), or if a user no longer desires our services, we will endeavor to provide a way to correct, update or remove that user's Personal Information provided to us.

## **Changes to this Policy**

WECF encourages you to periodically review this Privacy Policy. WECF will occasionally update or change this Privacy Policy. When WECF makes changes to this Policy, you will see the word "updated" next to the Privacy Policy link on our website posting. The date that this Policy was last updated will appear at the top of the Policy.

## **Enforcement of this Privacy Policy**

WECF welcomes your comments regarding this Privacy Policy. If you believe that WECF has not adhered to this Policy, would like to access or request an amendment to your Personal Information being held by WECF, please contact WECF by telephone, e-mail, or postal mail using the contact information below.

Windsor Essex Community Foundation  
3200 Deziel Drive, Suite 511, Windsor ON N8W 5K8  
Telephone: 519.255.6572  
Fax: 519.255.6936  
Email: [info@wecf.ca](mailto:info@wecf.ca)

If you are not satisfied with the attempted resolution of your inquiry you may contact Ontario's Information and Privacy Commissioner using the information below.

Information and Privacy Commissioner of Ontario  
2 Bloor Street East, Suite 1400  
Toronto, ON  
M4W 1A8

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