

Mindfulness Everyday
PRIVACY POLICY

Privacy Policy

Accountability

Mindfulness Everyday is committed to protecting the privacy of the personal information of our donors, participants, staff, volunteers, board members, agencies, local communities and other stakeholders. Mindfulness Everyday values the trust of the individuals we serve, our volunteers, the public, and those with whom we partner, and we wish to maintain that trust. Our Privacy Officer is responsible for ensuring adherence to our privacy policy and practices.

Collection of Personal Information

During the course of running our programs and services, we gather personal information, including from our donors, local agencies, volunteers, and participants. Information may be collected through the completion of forms, interviews, our website and special events. Consent to the collection of such information will be obtained at the time of collection. To the extent that Mindfulness Everyday seeks to use such information for any other purposes, consent will again be obtained.

We only collect information, by fair and lawful means, necessary to fulfill identified purposes, such as maintaining an accurate database, organizing fundraising activities, notifying participants of our activities and recruiting new participants. Personal information may be used, among other things, for tracking and improving program design and delivery.

Defining Personal Information

Personal information is any information that can be used to distinguish, identify or contact a specific individual, as well as facts about, or related to, the individual. Social Insurance numbers, age, and marital status would be examples of personal information, but personal information does not include certain publicly available information, such as names, addresses and telephone numbers.

Privacy Practices

Personal information gathered by Mindfulness Everyday is kept in confidence. Our staff and volunteers are trained to understand and adhere to our privacy policy and practices, and authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purposes for which it was gathered.

We also take measures to ensure that the integrity of this information is maintained. Personal information is retained for an indefinite period and will be protected unless the individual requests the return or destruction of the information. All personal information contained in paper format is destroyed by shredding. Electronic information is destroyed by deletion and if hardware is discarded, the hard drive is physically destroyed.

Website and Electronic Commerce

Mindfulness Everyday uses services requiring password protocols and encryption to protect personal and other information we receive when information is received online, including in connection with a donation. All third party service providers must be in compliance with the *Personal Information Protection and Electronic Documents Act* and have established and published privacy policy. This Privacy Policy is available on our website (www.mindfulnesseveryday.org) or a hard copy can be obtained by contacting our Executive Director.

Updating of Privacy Policy

Mindfulness Everyday regularly reviews its privacy policy and practices. Any revisions to the policy will be made available on our website. We reserve the right to update our privacy policy without notice to our stakeholders.

Contact Information

Your privacy is important to us. Questions, concerns or complaints relating to our privacy policy or the treatment of personal information should be sent to our Privacy Officer: The Executive Director.

The Privacy Officer will acknowledge receipt of any complaint and ensure that it is investigated promptly. The person making the complaint will be provided with a formal decision including reasons in writing. If a complaint is found to be justified, the Organization will take appropriate measures, including amending its policies and practices, if necessary.

If, in the course of the investigation or otherwise, it is determined that personal information has been accessed or distributed in a manner that is in violation of this policy, the individual and/or guardian will immediately be advised of the nature of the violation.

Any breaches of confidentiality are extremely serious and grounds for discipline. If a violation of this policy is found to have occurred in the course of the investigation or otherwise, the result will be immediate disciplinary action, up to and including termination of employment.

Further information on privacy and your rights in regard to your personal information may be obtained from the Privacy Commissioner of Canada, 112 Kent Street, Ottawa, Ontario K1A 1H3.

This privacy policy is made under the *Personal Information Protection and Electronic Documents Act* and is effective April 27, 2012.