



Mindfulness Everyday
PH 3-20 Guildwood Parkway,
Scarborough, ON M1E 5B6
www.mindfulnesseveryday.org

Privacy Policy

Effective Date: August 2026

1. Our Commitment to Privacy

Mindfulness Everyday (ME) is committed to protecting the privacy and confidentiality of personal information entrusted to us by donors, program participants, volunteers, employees, contractors, board members, partners, and members of the public. The Executive Director serves as Privacy Officer.

2. What Personal Information We Collect

We may collect contact information, donation and payment records, registration information, volunteer and employment information, communication preferences, and information voluntarily provided through correspondence, surveys, forms, or our website. We do not intentionally collect or store personal health information.

3. How We Collect Personal Information

We collect personal information directly through forms, donations, applications, surveys, communications, our website, events, and community activities.

4. Purposes for Collection and Use

Deliver programs and services; Process donations and issue tax receipts; Communicate about programs, events, and organizational activities; Manage volunteer and employment relationships; Respond to inquiries and requests from the individual concerned; Maintain organizational records; Improve programs and services; Meet legal, regulatory, accounting, and reporting obligations.

5. Consent

Where appropriate, we obtain consent for the collection, use, and disclosure of personal information.



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6. Disclosure of Personal Information

ME does not sell, rent, trade, lease, or otherwise share personal information with third parties for marketing purposes. Trusted service providers may access information only to provide services on our behalf. ME will not disclose personal information to other organizations, agencies, or individuals except where consent has been provided, disclosure is required or authorized by law, or disclosure is necessary to protect rights, safety, or security as permitted by law.

7. Safeguards

We use reasonable administrative, technical, and physical safeguards appropriate to the sensitivity of the information we hold.

8. Retention and Destruction

Personal information is retained only as long as necessary and is securely destroyed, deleted, or anonymized when no longer required.

9. Website and Online Services

Our website may use cookies and similar technologies to support website functionality, security, and improvement.

10. Access and Correction

Individuals may request access to and correction of their personal information.

11. Privacy Breaches

We will investigate privacy breaches promptly and provide notifications where required by law.

12. Questions, Concerns, and Complaints

Contact the Privacy Officer, Executive Director, Mindfulness Everyday,
info@mindfulnesseveryday.org.

13. Changes to this Policy

The most current version of this policy will be posted on our website.