



Policy Name:	Privacy Policy	Policy #:	P-05
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## **Guiding Principles**

Marie Dressler Foundation (the “Foundation”) is committed to protecting the privacy of our donors and patrons. We value the trust of our donors and patrons and recognize that maintaining this trust requires that we be open and accountable in our treatment of the “personal information” you choose to share with us. We do not trade, rent or sell the names of our valued supporters.

The following principles reflect our pledge to safeguard the personal information of our donors and patrons pursuant to this Privacy Policy.

### **1. We are accountable for your Personal Information**

“**Personal Information**” is any information that can be used to distinguish, identify or contact a specific individual. This information includes whether an individual has donated to Marie Dressler Foundation, how much has been donated, purchased tickets for an event, and an individual’s private contact information. Business contact information and certain publicly available information, such as names, addresses and telephone numbers that are published in telephone directories, are not considered personal information.

We keep the personal information that you provide to us in strict confidence.

Our volunteers sign confidentiality agreements and safeguards are in place to ensure the information is not accessed, disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed. Individuals may access their personal information at any time to ensure it is correct and current.

### **2. We collect, use and disclose personal information for the purposes that we identify to you.**

When Marie Dressler Foundation collects personal information directly from individuals, Marie Dressler Foundation identifies the purposes for which personal information is collected at or before the time of collection. These purposes include: fundraising, the administration of the donations, sales of tickets to events, providing information about the activities of Marie Dressler Foundation, compliance with legal and regulatory requirements and to ask for support in our mission to promote the achievements of Marie Dressler and other Canadians in the film industry.

### **3. We obtain your consent to collect, use or disclose your personal information.**

We collect, use or disclose your personal information with your permission. Your permission may be expressed orally, in writing or may be implied, and you may give it to us orally, electronically or in writing.

You may limit or opt-out of future contact by Marie Dressler Foundation by contacting us at [privacy@mariedressler.ca](mailto:privacy@mariedressler.ca)

**4. We limit the collection of your personal information.**

We limit the collection of personal information to that which is necessary for the purposes identified. Personal Information will be collected only by fair and lawful means.

**5. We limit the use, disclosure and retention of Personal Information.**

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with consent or as required by law. Personal information will be retained only as long as necessary for the fulfillment of those purposes. Marie Dressler Foundation does not trade, rent or sell any personal information to third parties.

Marie Dressler Foundation's web pages may contain online forms that allow visitors to make a donation. The personal and payment information provided on these forms is used only to process these donations and to issue donation tax receipts, where applicable. Online donations to Marie Dressler Foundation may be processed through a third party. The security and privacy policies of this third party are available by clicking on the "Privacy" link on the third party's payment processing page.

**6. Accuracy of Personal Information.**

We rely on our donors and patrons to provide us with accurate personal information. To change or modify any personal information previously provided to Marie Dressler Foundation, write to us at: Marie Dressler Foundation, P.O. Box 673, Stn. Main, Cobourg, ON K9A 4R5 or send an email to [privacy@mariedressler.ca](mailto:privacy@mariedressler.ca)

**7. We safeguard your Personal Information.**

Personal information is protected with security safeguards appropriate to the sensitivity of the information.

We use password protocols and secure websites to protect personal information we receive when an online donation is made. Our software is routinely updated to maximize protection of such information.

**8. We are open about our privacy practices.**

We make our practices relating to the management of personal information available to you by posting the Privacy Policy of Marie Dressler Foundation on our website. You may request a print version of our Policy by contacting Marie Dressler Foundation, P.O. Box 673, Stn. Main, Cobourg, ON K9A 4R5 or send an email to [privacy@mariedressler.ca](mailto:privacy@mariedressler.ca)

**9. We allow you to access your personal information.**

You may ask us whether we hold any personal information about you. You can see that information and ensure that it is accurate by contacting Marie Dressler Foundation, P.O. Box 673, Stn. Main, Cobourg, ON K9A 4R5 or send an email to [privacy@mariedressler.ca](mailto:privacy@mariedressler.ca).

## **10. Compliance with our privacy practices.**

If you are concerned about the Marie Dressler Foundation's compliance with our Privacy Policy, please contact The President, Marie Dressler Foundation, P.O. Box 673, Stn. Main, Cobourg, ON K9A 4R5 or send an email to [privacy@mariedressler.ca](mailto:privacy@mariedressler.ca) We will investigate all complaints. If a complaint identifies a gap in compliance, we will take appropriate steps to remedy the situation, including changing our policies and practices if necessary.

## **11. Registered Business Names**

Marie Dressler Foundation has registered the following Business Names:

*Vintage Film Festival, Canadian Women in Film Museum, Marie Dressler Museum.* This policy applies to information collected in any of these Business Names.

### **Contacting Marie Dressler Foundation**

Questions, comments and concerns regarding the handling of Personal Information may be directed to The President, Marie Dressler Foundation, P.O. Box 673, Stn. Main, Cobourg, ON K9A 4R5 or send an email to [privacy@mariedressler.ca](mailto:privacy@mariedressler.ca)

If you wish to limit or opt-out of future contact, please advise The President, Marie Dressler Foundation, P.O. Box 673, Stn. Main, Cobourg, ON K9A 4R5 in writing or send an email to [privacy@mariedressler.ca](mailto:privacy@mariedressler.ca)