

# Community Initiatives Fund

## Privacy Policy

May 2017



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**Privacy Policy:** The Community Initiatives Fund (CIF) values its relationships with grant applicants and recipients, individuals, stakeholders, Board members, volunteers, and employees and is committed to respecting and protecting their personal information. As an agency of the Government of Saskatchewan CIF will, in all of its operations, fully adhere to Saskatchewan's *The Freedom of Information and Protection of Privacy Act*. CIF is also committed to respecting and protecting the privacy of every individual who uses this website or signs up to interact with us through social media channels by ensuring the appropriate management and protection of any personal information that you agree to provide. CIF strives to comply with all Privacy and Canadian Anti-Spam Law (CASL) Legislation.

**Personal Information:** Personal information is defined as being any information that can be used to distinguish, identify, or contact a specific individual. Business contact information and certain publicly available information, such as names, addresses, and telephone numbers published in telephone directories and on-line public databases are not considered personal information. Information provided by grant applicants and recipients is considered to be personal information and as such CIF does not disclose information without consent other than what is required for the Fund's reporting and accountability requirements.

**Consent:** Your knowledge and consent is required for the direct collection, use, or disclosure of your personal information except where mandated by law. This consent may be either expressed or implied. Express consent can be given either orally, electronically, or in writing. Implied consent is consent that can reasonably be inferred from an individual's action or inaction.

**Limiting Collection:** The collection of your personal information shall be limited to that which is necessary for the purposes identified by CIF. Information shall be collected by fair and lawful means. CIF will not collect information indiscriminately. When CIF collects personal information directly from its constituents, the Fund will identify the purposes for which personal information is collected at or before the time of collection. These purposes will be limited to those related to CIF's programs, projects, and activities and which a reasonable person would consider to be appropriate in the circumstances. These purposes include: grant administration, adjudication, and verification; employee or volunteer recruitment and engagement; legal and regulatory compliance; information dissemination; and demonstrating accountability for the distribution and use of funds.

**Limiting Use, Disclosure, and Retention:** Your personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the consent of the individual or as required by law. Your personal information shall be retained for as long as the purpose for which the information was originally collected remains valid. CIF will not disclose

your personal information to third parties except in accordance with the terms of its privacy policies or unless required to do so as part of an internal investigation or other law enforcement purpose, or as required by law. CIF does not sell, rent, or trade mailing lists.

**Accuracy:** CIF will use its best efforts to ensure that information that is used on an ongoing basis is accurate, complete, and up to date.

**Safeguards:** CIF is obligated to protect your personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure, or disposal. All Board members, employees, and volunteers having access to your personal information are required to sign an oath of confidentiality. Third parties are expected to safeguard your personal information entrusted to them in a manner consistent with the policies of CIF. Examples of third parties include the Grant and Financial Administration Contractor and payroll services.

**Individual Access:** Upon request, you shall be informed of the existence, use, or disclosure of your personal information and shall be given access to that information. You shall be able to challenge the accuracy and completeness of the information and have it amended as appropriate. Individuals may review the personal information CIF has recorded for that individual, and only for that individual. An individual may also provide written permission to CIF to permit another individual to review the personal information CIF has recorded for that individual, and only for that individual.

**Links to other Websites:** To provide you with a better service, our website provides you with a number of links to other local, national, and international organizations. When connecting to these websites you will no longer be subject to CIF's Privacy Policy, but to the privacy policy of the new site.

**Contact:** If, for any reason, you are concerned about our compliance with the above policies, you may contact [admin@cifsask.org](mailto:admin@cifsask.org) or Community Initiatives Fund, 105 - 2550 12<sup>th</sup> Avenue, Regina, SK, S4P 3X1. Any comments or suggestions that you may have and which may contribute to a better quality of service will be welcome and greatly appreciated.

**Changes to this Privacy Policy:** If there are any changes to this Privacy Policy, we will replace this document with an updated version. It is therefore in your own interest to check CIF's "Privacy Policy" any time you access our website so as to be aware of any changes which may occur from time to time.

CIF is responsible for the information collected and posted on this site. The information is available for use by interested parties for reference and knowledge sharing. CIF disclaims any liability for errors or omissions. Third parties using items or content from this website should reference, credit, or acknowledge CIF. For more information, please see CIF's Disclaimer at [www.cifsask.org](http://www.cifsask.org).