

# Privacy Policy

The Greater Moncton YMCA Foundation Inc. is committed to protecting the personal information of its volunteers, donors, and other stakeholders. Your privacy is important to us and we will be transparent and accountable in how we treat the information that you choose to share with us.

Anyone from whom we collect personal information can expect that it will be carefully protected and that any use of, or other dealing with, this information is subject to consent. Our privacy practices are designed to achieve this.

## Personal Information

Personal information is any information that can be used to distinguish, identify or contact a specific individual. We consider donor and volunteer information always to be personal information, and do not disclose information about donors or volunteers without consent.

We frequently collect and use personal information that you provide as a donor, participant or volunteer during the course of our various campaigns, projects or activities or to facilitate the recording of your gift.

The Greater Moncton YMCA Foundation Inc. observes the following practices when collecting, maintaining and using personal information:

## Consent

An individual's consent is required regarding the collection and proposed use of personal information when information is collected. Consent can be either expressed or implied and can be provided directly by the individual or by an authorized representative. Expressed consent can be given orally, electronically or in writing. Implied consent is consent that can reasonably be inferred from an individual's action or inaction.

## Collection

The collection of personal information is limited to that which is relevant and necessary to our fundraising efforts. The Greater Moncton YMCA Foundation Inc. does not sell personal information we collect.

## Use, Disclosure and Retention

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, with contractors who perform services for us or as required by law.

We use and disclose data, which does not identify individuals, for statistical purposes to the YMCA of Greater Moncton.

Personal information shall be retained only as long as necessary for the fulfillment of those purposes.

### **Accuracy**

Personal information shall be as complete, accurate and up-to-date as possible. Donors are encourage to review, correct and update personal information.

### **Confidentiality and Security**

The Greater Moncton YMCA Foundation Inc. maintains physical, electronic and administrative safeguards that are appropriate to the type of personal information we obtain from you. Access to donor and volunteer records shall be limited to those who require such information to fulfill their job responsibilities. The confidentiality of donor and volunteer records shall continue after the relationship with the individual has ended.

Donors who request that their name and/or the amount of the gift not be publicly released shall remain anonymous.

### **Privacy Questions**

You have the right to access your personal information in our files and to update or remove that information as necessary, subject to any legal restrictions. If you are aware of any inaccuracy or changes in the personal information which we hold about you, please contact the YMCA.

### **Website Terms and Conditions**

This web site is owned by the © YMCA of Greater Moncton, YMCA du Grand Moncton "YMCA". Any images, graphics, multimedia or content is copyrighted by YMCA and may only be used in the manner provided for in these Terms and Conditions. In addition, the site contains names, logos, trademarks, service marks and other intellectual property, which are the property of the YMCA and may not be used for any purpose without the express written consent of the YMCA.

### **Cookies**

As with most sites, certain non-personal information is recorded by the standard operation of our servers ("cookie" technology). Such information is used to provide an enhanced online experience, and may include:

- The name of the ISP from which you access the Internet
- The date and time you accessed the site

- The Internet address of the Web site from which you enter our site and where you go after you leave our site

This information is used to measure and monitor the use of our site and to improve its content. The “Cookie Technology” does not personally identify you or extract any information from your computer. Data which would personally identify you is known only when voluntarily submitted.

### **Links**

The YMCA Web site may contain links to other Web sites. YMCA is not responsible for the privacy practices of those other Web sites nor do we endorse the materials presented on Web sites that are not owned and operated by YMCA. We encourage visitors to review each site’s privacy policy before disclosing any personally identifiable information.

### **Updating of Privacy Policy**

The Greater Moncton YMCA Foundation Inc. regularly reviews its policies and procedures to ensure we remain current with evolving public expectations and changing laws. The information available at [www.ymcamoncton.com](http://www.ymcamoncton.com) will keep you informed about the Greater Moncton YMCA Foundation Inc. and the YMCA of Greater Moncton.

### **Contact Information**

Questions, concerns or complaints relating to the YMCA’s privacy policy or the treatment of personal information should be directed in writing to:

Board Chair  
Greater Moncton YMCA Foundation Inc.  
30 War Veterans Ave  
Moncton, NB  
E1C 0B3