



PRIVACY POLICY

Last Revised: July 2, 2008

Introduction

We at Altruvest Charitable Services (“**Altruvest**”, “**we**” or “**us**”) understand the sensitivity with which your personal information should be handled. We are committed to safeguarding your privacy in order to earn and maintain your trust. We will use our best efforts to ensure that the information you submit to us is used only for the purposes set forth herein or as otherwise communicated to you at the time you provide us with personal information.

Application

This privacy policy applies to all personally identifying information (i.e. personal information by which you can be identified) which you provide to us through the web site located at www.altruvest.org (including www.boardmatch.org) (the “**Site**”) or otherwise, including all personal information which you provide to us in connection with BoardMatch® Fundamentals, BoardMatch Leaders or BoardWorx Executive Director (each, a “**Program**”) described on the Site. The Programs are operated in Toronto by Altruvest, and certain of the Programs are operated in other cities by other organizations in association with Altruvest. Each of such other organizations have privacy policies which are substantially the same as this privacy policy, and each of such organizations is solely responsible for (and Altruvest has no responsibility for) the collection, use and disclosure of personal information by such organizations. The privacy policies of the organizations in other cities currently operating one or more Programs in association with Altruvest are posted on such organizations’ web sites at the following addresses:

Volunteer Calgary: <http://www.volunteercalgary.ab.ca/privacy.html>

Volunteer Thunder Bay: <http://www.volunteerthunderbay.ca/content.asp?pg=privacy>

Volunteer Vancouver: <http://www.volunteervancouver.ca/pdfs/privacypolicycolour.pdf>

Consent

By using the Site and/or participating in a Program you are agreeing to the terms of this privacy policy and consenting to the collection, use and/or disclosure of your personal information for the purposes outlined herein. If you do not agree to the terms of this privacy policy you should discontinue your use of the Site and the Program and/or not provide us with any personal information.

Collection of Personal Information

Personal information is collected by specifically requesting it from you. We collect personal information from you in the following circumstances:

- when you sign up for a Program you will be asked to provide us with certain personal information including: your name, mailing address, telephone(s) number and e-mail address and the types of charitable organizations in which you are interested;
- when you register for the Candidate Orientation and online learning modules described on the Site, we require basic personal information including name, telephone number(s), mailing address and e-mail address; and
- in connection with a Program, prior to applying to open positions, you are required to submit your education and work experience, fax number, previous and current information related to volunteerism, your preference for the type of organization for which you are interested in submitting your application and your optional consent to permit participating organizations to review your background in order to invite you to interview for a board position.

We also collect demographic information relevant to the Site and users' interest.

By collecting this information, we hope to deliver to you the best possible Site experience and to make the Programs effective for you. However, you always have the choice of whether to provide us with any information. Unfortunately, in some instances, if you do not provide us with certain information, we will be unable to permit you to participate in a particular Program.

Use and Disclosure

When personal information is collected from you, it may be used for one or more of the following purposes:

- disclosure to one or more of the charitable organizations which participate in a Program;
- contacting you on behalf of one of the charitable organizations which participate in a Program;
- if applicable, to provide your mentor in a Program with your contact information and other information to assist them in mentoring you;
- with your consent, posting your profile for viewing on the Site by charitable organizations participating in a Program for the purpose of searching for individuals with the requisite skills required on their boards;
- reporting aggregate numbers for Site usage, numbers registered, numbers 'matched', and other related aggregated information and providing such reports to sponsors and funders, and evaluating the Programs outcomes and performance measures (i.e. demographic);

- in circumstances where an employer is sponsoring an employee to participate in a Program, the employee's progress may be reported to the employer;
- contacting you for feedback and surveying your needs in connection with your use of the Site; and
- contacting you about new initiatives at Altruvest, including opportunities to support and/or volunteer with Altruvest.

Your personal information will not be used by us and we will not authorize any third party to use your personal information other than in accordance with the terms of this privacy policy.

Except as described in this privacy policy, we will not disclose your personal information to third parties without first obtaining your consent to do so.

We employ other companies and individuals to perform services on our behalf related to the Site and may be required to disclose your personal information to them, solely for the purposes of performing services on our behalf related to the site. Such services include the hosting of the Site and e-Learning programs.

Removal of or Changes to Information

You are allowed to change, correct or remove your personal information from our database at any time. If, at any time, you wish to have your personal information removed from our database, if you wish to opt out of receiving any particular communication and/or if you wish to change and/or correct any information which you have previously provided to us, please contact us and we will make the necessary notation, removal, change and/or correction. However, due to technical constraints and the fact that Altruvest and/or its website host back up its systems, personal information may continue to reside in the computer systems after deletion. Individuals, therefore, should not expect that their personal information would be completely removed from its system in response to a request for deletion. Our contact particulars are set out below.

Cookies

A "cookie" is a small piece of data that is sent to your browser from a web server and stored on your computer's hard drive. Cookies do not damage your system or impair its functioning in any way. We use cookies to tailor your experience at the Site, to show you content that you might be interested in, and to display the content according to your preferences. Cookies do not contain any personally identifying information. You can choose whether to accept cookies by changing the settings of your browser. You can reset your browser to refuse all cookies or to allow your browser to show you when a cookie is sent. However, if you choose not to accept cookies some part of the Programs may not function properly.

System Information

We collect system information from all visitors to the Site. Your system information (IP address, browser version and resolution) will allow us to enhance the functionality that is provided to you.

Security

We maintain security measures in place in order to attempt to protect against the loss, misuse and alteration of the personal information under our control. We take reasonable precautions to attempt to ensure that data stored in our system is secure. Please be advised, however, that the Internet and other various networking communication media are not entirely secure, unless explicitly specified as such, and your information may therefore be subject to interception or loss which is beyond our control. The information and data exchanged or transmitted via the Site is not encrypted and therefore the security, integrity and privacy of any and all such data and information cannot be guaranteed.

Children Guidelines

Neither this Site nor any of the Programs is intended for children. We will not knowingly collect information from or about children. We believe that children should get their parents' consent before giving out personal information.

Changes to this Privacy Policy

We will periodically review the appropriateness of this privacy policy and may make, in our discretion, such changes as are necessary. If we decide to change this privacy policy, we will post those changes here so that you will always know what information we gather, how we might use that information, and whether we will disclose it to anyone.

Contact Us

If you wish to contact us regarding this privacy policy, please click on the following "Contact Us" link to obtain our contact information or e-mail us at information@altruvest.org. The name of our privacy officer is Norm King. We would be pleased to receive any feedback you may have in connection with this Site and/or the Programs.

Our Privacy Principles:

In formulating and adhering to this privacy policy, we are guided by the following principles:

- (a) ***Accountability***: We are responsible for personal information under our control and have designated one or more persons who are accountable for compliance with this privacy policy.
- (b) ***Identifying Purposes for Collection of Personal Information***: We will identify the purposes for which personal information is collected at or before the time the information is collected.
- (c) ***Obtaining Consent for Collection, Use or Disclosure of Personal Information***: We will make a reasonable effort to ensure that you understand how your information is used and disclosed by us. We will not collect, use or disclose your information without your consent, except as permitted or required by law.
- (d) ***Limiting Collection of Personal Information***: We will limit the amount and type of information we collect from you. We will only collect information from you as necessary for the purposes that we have identified. We will collect personal information by fair and lawful means.
- (e) ***Limiting Use, Disclosure and Retention of Personal Information***: We will only use or disclose your information for the purposes for which it was originally collected, unless you give us your consent to use or disclose it for another purpose. However, under certain exceptional circumstances, we may be permitted or required by law to disclose or use your information without your consent.
- (f) ***Accuracy of Personal Information***: We will strive to keep your information as accurate, complete, current and relevant as necessary. If you identify any errors in your information, please contact us and we will correct the errors.
- (g) ***Security Safeguards***: We will protect your information with safeguards that are appropriate to the sensitivity of the information.
- (h) ***Openness Concerning Policies and Practises***: We are open about the policies and practises that we employ to manage your information, and will provide you with information about these policies and practises in a manner that is easy to understand.
- (i) ***Access to Personal Information***: Upon request, we will advise you what information we have about you, what we are using it for, and to whom it has been disclosed or transferred for processing.
- (j) ***Challenging Compliance***: We will act on any issues you may identify to us with respect to our compliance with this policy and/or our practises relating to the handling of your information.