



PRIVACY POLICY – UPDATED JUNE 2009

The **Foundation for Niagara & Hamilton area Christian Schools (FNHCS or Foundation)** is committed to protecting your privacy and the confidentiality of your personal information. In order to comply with the privacy legislation, we have developed this Privacy Policy. Any personally identifiable information about a client is considered personal information and will be treated in accordance with this Privacy Policy.

IDENTIFIED PURPOSES

The **Foundation** collects, uses and discloses Personal Information for the following purposes:

- Offering and providing to you Will and Estate Planning advice, charitable gift annuity and deposit agreement referrals, and other related services;
- Establishing and maintaining communication with you;
- Compiling statistics for the **Foundation** and its member schools;
- Complying with the law or any requests from government taxation agencies (CRA) or law enforcement agencies or regulators; and
- Notifying you of certain products or services offered by the **Foundation** or its Partner organization, Christian Stewardship Services.

CONSENT

Your knowledge and consent of the **Foundation's** collection, use and disclosure of your Personal Information is critical. We rely on the following actions by you as indications of your consent to our existing and future Personal Information practices:

- Your voluntary provision of personal information directly to the **Foundation** for the purpose of establishing a particular agreement (Revocable Deposit Agreement, Charitable Gift Annuity, etc.) or Will and Estate Planning service;
- Your receipt and acceptance of this Privacy Policy until you notify the **Foundation** of a withdrawal of this consent; and
- Your consent given through your authorized representative such as a legal guardian, agent or holder of a Power of Attorney.

Subject to certain legal or contractual restrictions and reasonable notice, you may withdraw your consent at any time. The **Foundation** will inform you of any consequences of withdrawing your consent.

In some cases, refusing to provide certain Personal Information or withdrawing consent for the **Foundation** to collect, use or disclose your Personal Information could mean that we cannot provide you with requested products, services or information. If you wish to withdraw your consent to be notified of marketing initiatives or products or services provided by us, please call us at 1-877-340-9555.

ACCURACY

The **Foundation** will maintain your Personal Information as accurate, complete and up-to-date as possible.

SAFEGUARDS

The **Foundation** will protect your Personal Information by security safeguards appropriate to the sensitivity of the information. Safeguards will vary depending on the sensitivity, format, location and storage of the Personal Information.

ACCOUNTABILITY, OPENNESS AND CLIENT ACCESS

The **Foundation** is responsible for all Personal Information under its control and has designated a Privacy Officer who is accountable to the Executive Director of **FNHCS**. The Executive Director, Henry J. Koornneef may also, and currently does serve as the Privacy Officer.

A copy of this Privacy Policy (and any future updates) can be obtained from the **Foundation** office. If you have any questions about this Privacy Policy or your Personal Information, please call us at 1-877-340-9555.

LIMITING COLLECTION & RETENTION OF PERSONAL INFORMATION

The **Foundation** will only collect, use or disclose Personal Information that is necessary for the Identified Purposes or as required by law. If we require Personal Information for any other purpose, you will be notified of the new purpose, and subject to your consent, that purpose will become an Identified Purpose. **FNHCS** will only collect Personal Information only as long as is necessary for the fulfillment of the Identified Purposes.

CHALLENGING COMPLIANCE

If you are not satisfied with the **Foundation's** response to a privacy related inquiry or complaint, you may contact the Office of the Privacy Commissioner of Canada during business hours at 1-800-282-1376 or at www.privcom.gc.ca.

PRIVACY INFORMATION CLIENT AGREEMENT

(**FNHCS** is committed to protecting your privacy and the confidentiality of your personal information.)

During my meeting with a **FNHCS** representative today, I disclosed some personal information related to me and/or my financial situation. I understand that this information will be held in my file at the **FNHCS** Head Office.

I acknowledge receipt of AND my agreement with the Privacy Policies of the **FNHCS**.

Signature

Signature

Date