OTTAWA NETWORK FOR EDUCATION | RÉSEAU D'OTTAWA POUR L'ÉDUCATION

PRIVACY POLICY

Ottawa Network for Education (ONFE) is committed to protecting the privacy of the personal information of its members, donors, employees, volunteers and stakeholders. We value the trust of the people we work with and the public we serve. ONFE recognizes that maintaining trust with people requires that we be transparent and accountable in how we treat the information that people share with us.

PERSONAL INFORMATION

Personal information is any information that can be used to distinguish, identify or contact a specific individual, except business information that is publicly available information. We maintain appropriate procedures to ensure that personal information in our possession is accurate and up-to-date.

Any personal information that ONFE collects about any individual shall be carefully protected. Any use or disclosure of an individual's personal information is subject to the individual's consent.

COLLECTING INDIVIDUALS' PERSONAL INFORMATION

ONFE collects personal information for the primary purpose of conducting our day-to-day operations, special events and other activities. ONFE collects details such as individuals' names, addresses, telephone numbers, and email addresses. For individuals who are deemed not capable of consenting to the collection of their personal information, ONFE requires the consent of the individual's parent, legal guardian or substitute decision-maker for the collection of information about that individual.

When personal information is collected for a specific purpose, such as fundraising or other special events; registration forms, websites; newsletters; sponsor sheets or other documents, ONFE will provide details regarding the purposes for which the information is collected and used.

To conduct our operations, ONFE occasionally engages independent consultants and service providers. ONFE may disclose information (in whole or in part) with independent consultants and service providers for purposes such as:

- enabling mail contractors to deliver documents and communications to stakeholders; and
- sending direct mail to stakeholders with news of special events.

PROVIDING PERSONAL INFORMATION TO ONFE

When an individual provides personal information to ONFE, the individual agrees and consents that ONFE may collect, use, and disclose the individual's personal information in accordance with this Privacy Policy. Additionally, specific authorizations or consents regarding the use of personal information may, from time to time, be obtained from the individual.

In most cases (subject to legal and contractual restrictions) individuals may refuse or withdraw their consent at any time, regarding the use of their personal information, by providing reasonable and advance notice to ONFE. Certain services can only be offered if an individual provides their personal information to ONFE. Consequently, if an individual chooses not to provide ONFE with the required personal information,

ONFE may not be able to offer the individual with the service(s) they have requested. ONFE will inform individuals of the consequences of withdrawing consent to use their personal information.

OPT-OUT:
If, at any time, an individual wishes to be removed from our mailing lists, they may do so by unsubscribing online or by contacting our office: info@onfe-rope.ca or by phone at (613) 366-3085.

When completing forms on our website, individuals may have the option of agreeing to receive emails from ONFE. This correspondence may include our newsletter, information about our programs or services we offer, and invitations to our events and/or other activities that may be of interest to the public. ONFE does not share email addresses entered via our website with third parties. Individuals may withdraw their consent at any time by clicking "unsubscribe." After an individual has unsubscribed, ONFE will remove their name from our mailing list within 10 business days, in accordance with Canada's anti-spam legislation.

DISCLOSING YOUR PERSONAL INFORMATION
ONFE does not transfer or disclose any individual's personal information, with any external or third parties, without that individual's prior consent, except as noted in this Policy or as agreed upon with the individual in writing.

ACCURACY AND RETENTION
ONFE endeavours to ensure that all individuals' personal information is accurate, complete and up-to-date. ONFE generally retains personal information as long as is necessary to fulfill the purposes for which the information was collected.

PRIVACY PRACTICES
ONFE endeavours to maintain appropriate physical, procedural and technical security with respect to its offices and information storage facilities.

ONFE restricts access to personal information to only those staff members who need to know that information so that ONFE can provide its services. ONFE has safeguards in place to ensure that any individual's personal information is not disclosed more widely than is necessary to achieve the purpose for which it was gathered. ONFE also takes measures to ensure that the integrity of personal information is maintained and to prevent the loss or destruction of personal information.

Where ONFE shares personal information with any organization that performs services on its behalf, ONFE shall require that such third party use the same standard of care, but not less than a reasonable degree of care, in protecting the disclosed information as such third party normally employs to preserve and safeguard its own confidential information. Any third party with whom ONFE shares personal information shall be required to notify ONFE immediately upon the discovery of any unauthorized use or disclosure of such information and cooperate with ONFE to regain possession and prevent unauthorized use of the disclosed information.

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ACCESSING YOUR PERSONAL INFORMATION

ONFE recognizes an individual's reasonable right to access and review their personal information held by ONFE. Where an individual wishes to access their personal information held by ONFE, ONFE will endeavour to provide the information within a reasonable time, upon the individual's request. To arrange access, individuals should contact our office: info@onfe-rope.ca or by phone at (613) 366-3085.

ONFE may decline to provide access to records containing personal information in certain circumstances, such as where records contain information protected by solicitor-client privilege, where the records contain information about third parties or other information that ONFE considers to be confidential.

WEBSITE AND ELECTRONIC COMMERCE

This website contains links to other sites. Please be aware that we are not responsible for the content or privacy practices of such other sites. We encourage our users to be aware when they leave our site and to read the privacy statements of any other site that collects personally identifiable information.

We use "cookies" on our website. A cookie is a piece of data stored on a site visitor's hard drive to help us improve your access to our site and identify repeat visitors to our website. For instance, when we use a cookie to identify an individual, an individual would not have to enter a password more than once, thereby saving time on our website. Cookies can also enable us to track and target the interests of our users to enhance the experience on our website. The use of a cookie is not linked to any personally identifiable information on our website.

Our newsletters contain tracking pixels. Tracking pixels are embedded in e-mails and allow us to analyze the success of our newsletters. Tracking pixels allow us to see if and when an individual opens an e-mail, which links within the e-mail have been clicked, and the pages that have been visited on our website. Any information gathered through tracking pixels is never shared with any third parties. Individuals may choose to be removed from our newsletter list at any time by clicking on the "unsubscribe" button in each e-mail.

RESOLVING YOUR PRIVACY CONCERNS

If you have questions about access to your personal information or ONFE's collection, use, management, or disclosure of personal information or if you wish to withdraw your consent, please contact office: info@onfe-rope.ca or by phone at (613) 366-3085.

ONFE will investigate all complaints and will take all reasonable steps to resolve privacy-related issues.

Creation / Revision Date	Revision / Update Description	Board Approval Date
2013	Created	August 2011
2015	Revised	February 2015
2019	Revised	October 2019

2022	Stronger safeguard to third party use, and amended to include DEI lens	December 1, 2022