

## **AKFC Privacy Policy**

### *Our privacy commitment*

Aga Khan Foundation Canada (AKFC) is committed to protecting the privacy and security of the personal information of its employees, volunteers, donors and other stakeholders. As part of this commitment, AKFC has developed this Privacy Policy that covers all personal information under its control regardless of what medium is used to collect, maintain or use that information. AKFC does not sell, rent or trade personal information with others. AKFC will review this Privacy Policy from time to time to ensure that it is relevant and remains current with changing laws and regulations.

### *Defining personal information*

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Information in the public domain is not subject to privacy legislation and as such is not included in this policy. For example, business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not considered personal information.

### *Collection and use of personal information*

During the course of our projects and activities, AKFC frequently gathers and uses personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of, or other dealing with, this information is subject to consent. AKFC 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. An individual's express consent is required before confidential information is released to outside parties.

#### *Limited collection*

The collection of personal information is limited to that which is relevant and necessary to AKFC's charitable programs and fundraising efforts.

#### *Limited 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 or as required by law. 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. Individuals are encouraged to review, correct and update personal information. Individuals can correct and update their personal information by contacting us by email at [info@akfc.ca](mailto:info@akfc.ca).

#### *Security safeguards*

Personal information gathered by AKFC shall be kept in confidence. Our staff shall be authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Donor information may be shared on a "need to know" basis

with volunteers, and agencies of the Aga Khan Development Network involved with donor outreach and follow-up. These individuals and agencies shall maintain such personal information in confidence and use it only to deal with the purpose for which it has been provided.

Appropriate physical and electronic measures shall be used to ensure personal information is secure. Access to employees, volunteers, donors and other stakeholder's records shall be limited to those who require such information to fulfil their job responsibilities.

#### *Confidentiality*

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

Special protection shall be given to all records pertaining to anonymous donors. The confidentiality of employees, volunteers, donors and other stakeholder's records shall continue after the relationship with the individual has ended.

Further information on privacy and your rights in regard to your personal information may be found on the website of the Privacy Commissioner of Canada at [www.privcom.gc.ca](http://www.privcom.gc.ca).

If you require any more information or have any questions about our privacy policy, please contact us by email at [info@akfc.ca](mailto:info@akfc.ca).

#### **Online Privacy Policy Only**

This section of the Privacy Policy is specific to AKFC's online activities and applies to all visitors to our websites and regarding information shared and/or collected therein. The following describes in detail types of personal information collected and recorded by our websites and how it is used.

#### *Consent*

By using AKFC websites, you hereby consent to our Privacy Policy below and agree to its terms.

#### *Collection of Information*

AKFC may ask for and collect from you personally identifiable information at various points throughout the site. Depending on the information and/or services you request, you may be asked to provide your name, email address, address, phone number, payment details, and similar information. Once you provide your personal information, you are not anonymous to AKFC.

Personal information is collected from donors who donate through our "Donate Now" page. We use this information to process your donation and to write to you an acknowledging receipt of your donation for tax purposes. It is important to us that the financial information you give when making an online donation remains secure. The financial information is used only for that particular transaction and is not stored.

#### *How we use your information*

AKFC does not sell, rent or trade personal information with others. We generally do not share your name, postal address or email address with any other organization. We may share your information with third parties in the following situations: a) to complete your request, b) to outsource one or more of the functions described above, c) to provide to third parties who may use cookies, web beacons, and similar technologies to collect or receive information from our website and elsewhere on the internet and use that information to provide measurement services

and target ads, or d) to share your information with the authorities in response to a legal order or official request, or when we believe you have acted in violation of our Terms of Use.

To access more information regarding targeted online advertising and to better understand your rights as a consumer, please see the Digital Advertising Alliance of Canada website [here](#). If you wish to opt-out of online interest-based advertising, you can do so [here](#).

Donor information may be shared on a “need to know” basis with volunteers, and agencies of the Aga Khan Development Network involved with donor outreach and follow-up. These individuals and agencies shall maintain such personal information in confidence and use it only to deal with the purpose for which it has been provided. AKFC may use your personal information to contact you about an upcoming AKFC event, news item, for online surveys, or donor outreach. You may opt out of email communications at any time by clicking the unsubscribe link that is included at the bottom of every email communication from AKFC.

#### *Log Files*

Like many other websites, the AKFC websites make use of log files. These files log visitors to the site - usually a standard procedure for hosting companies and a part of hosting services' analytics. The information inside the log files includes internet protocol (IP) addresses, browser type, Internet Service Provider (ISP), date/time stamp, referring/exit pages, and possibly the number of clicks. This information is used to analyze trends, administer the site, track user's movement around the site, and gather demographic information. IP addresses and other such information are not linked to any information that is personally identifiable.

#### *Cookies*

AKFC websites use cookies to store information about visitors' preferences, to record user-specific information on which pages the site visitor accesses or visits, and to personalize or customize our web page content based upon visitors' browser type or other information that the visitor sends via their browser.

If you wish to disable cookies, you may do so through your individual browser options.

#### *Links to third-party sites*

The AKFC websites provides links to several other third-party websites. While we choose our links carefully, AKFC is not responsible for the content of linked websites, or for the privacy policies of websites we link to. Since we do not control those websites, we encourage you to review the privacy policies of those websites prior to any use.

#### *Children's Information*

We believe it is important to provide added protection for children online. AKFC websites do not knowingly collect any personally identifiable information from children under the age of 13.

#### *Update*

This section of the Privacy Policy was last updated on May 4, 2016 and AKFC may update it from time to time.

If you require any more information or have any questions about our Online Privacy Policy, please contact us by email at [info@akfc.ca](mailto:info@akfc.ca).