

CYSTIC FIBROSIS CANADA PRIVACY POLICY

Our Commitment

Cystic Fibrosis Canada is committed to protecting the privacy of the personal information of its employees, members, donors, volunteers and other stakeholders. We value the trust of those we deal with, and of the public, and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us.

During the course of our various projects and activities, we frequently gather and use 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. Our privacy practices are designed to achieve this.

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 opinion or beliefs, as well as facts about, or related to, the individual. Exceptions: 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.

Privacy Practices

Personal information gathered by our organization is kept in confidence. Our personnel are authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure that the integrity of this information is maintained and to prevent its being lost or destroyed.

We collect, use and disclose personal information only for the purposes that a reasonable person would consider appropriate in light of the circumstances. We routinely offer individuals we deal with the opportunity to opt not to have their information shared for purposes beyond those for which it was explicitly collected.

Website and Collection of Personal Information

We use password protocols and encryption software to protect personal and other information we receive through on-line donations, registrations, and other products and services that are available through our website. Our software is routinely updated to maximize protection of such information.

This policy statement discloses the privacy practices for our website. However, our site contains links to other sites. Once you link to another site, you are subject to the privacy and security policies of the new site. We encourage you to read the privacy policy of all websites you visit, especially if you share any personal information.

Donations

When you choose to make a donation to Cystic Fibrosis Canada, we may request the following information:

Contact information: first and last name, street address, city, province or state, postal or zip code, country, telephone number, e-mail address and other contact information.

This information is used to process your donation and your tax receipt.

Credit card/banking information: for donations to any province, we process standard credit card information (card number, card type and expiration date) and banking information (card number). Credit card donations made on Cystic Fibrosis Canada Web site are secure.

This information is only used to process the payment of your donation.

In Memoriam and In Honour contributions: in the case of memorial contributions and honour contributions, a personalized acknowledgement letter is sent to a designated recipient, usually the family member of the deceased or the honouree. Therefore, we will request the name, address, city, province or state, postal or zip code, and country for your designated acknowledgement letter recipient.

This information is only used for the purpose of sending the acknowledgement letter.

Updating of Privacy Policy

We regularly review our privacy practices for our various activities, and update our policy accordingly. Please check Cystic Fibrosis Canada's website www.cysticfibrosis.ca on an on-going basis or contact us at 1-800-378-2233 for information on our most up-to-date practices.

Contact Information

Questions, concerns or complaints relating to Cystic Fibrosis Canada's *Privacy Policy* on the treatment of personal information should be e-mailed to privacy@cysticfibrosis.ca with Attention Privacy Officer in the subject line.

Further information on privacy and your rights in regard to your personal information may be found on the Web site of the Privacy Commissioner of Canada at www.privcom.gc.ca.

Short Version for use on websites and newsletters

Privacy Policy

Cystic Fibrosis Canada is committed to protecting the privacy and the confidentiality of personal information collected, by Cystic Fibrosis Canada, from Cystic Fibrosis Canada employees, members, donors, volunteers, and other stakeholders. In order to comply with privacy legislation, we have developed a *Privacy Policy*. Any personally identifiable information which is not publicly available about our employees, members, donors, volunteers and other stakeholders, is considered personal information ("Personal

Information”), and will be treated in accordance with this *Privacy Policy*. Details of our *Privacy Policy* are available by sending an e-mail to privacy@cysticfibrosis.ca with “Attention Privacy Officer” in the subject line, or by contacting Cystic Fibrosis Canada at 1-800-378-2233.