

Vanier Institute's Privacy Policy

COMMITMENT TO PRIVACY PROTECTION

The Vanier Institute of the Family (“the Institute”) takes privacy very seriously.

The Institute is entrusted with the personal information of members, staff, customers, clients, contributors, donors, and other stakeholders and is committed to excellence in the management of this information.

During the course of operations and program delivery, the Institute gathers and uses personal information. Anyone from whom personal information is gathered should expect that it will be carefully protected and that any use of or other dealings with this information is subject to consent.

The Institute collects personal information by fair and lawful means. The Institute does not collect use or disclose personal information that is not reasonably necessary to meet the identified purposes.

While the Institute takes reasonable measures to protect all personal information, it cannot guarantee the security of any personal information transmitted to the organization by a third party.

PURPOSE of the POLICY

The Institute's **Privacy Policy** is intended to a) demonstrate respect for people engaged with the Institute; b) comply with Imagine Canada Certification; c) comply with federal privacy legislation and regulations; d) to apply leading practices in non-profit governance and administration.

Compliance

The Institute's Privacy Policy complies with the 10 principles for the protection of personal information as set out in Schedule 1 of Canada's [Personal Information Protection and Electronic Documents Act](#) (PIPEDA); 1. *Accountability*, 2. *Identifying Purposes*, 3. *Consent*, 4. *Limiting Collection*, 5. *Limiting Use Disclosure and Retention*, 6. *Accuracy*, 7. *Safeguards*, 8. *Openness*, 9. *Individual Access*, 10. *Challenging Compliance*.

The Institute's privacy policy complies with the requirements of Canada's [Anti Spam Legislation](#) (CASL) as amended from time to time including when sending emails or texts from an Institute email account address or domain. The Institute does not send commercial electronic messages (CEM) to any person unless it has expressed or implied consent from the recipient. CEMs includes identification and contact information for the sender and has an unsubscribe feature.

DEMONSTRATING RESPECT & BUILDING TRUST

The Institute values the trust of those who choose to share their personal information in the course of their engagement with the organization. The Institute recognizes that maintaining this trust requires transparency and accountability with regards to how personal information is used and how people's privacy is protected.

USE of PERSONAL DATA

The Institute gathers and uses personal information in the course of engaging with stakeholders including (but not limited to) Directors, Members, Alumni Associates, staff, students, volunteers, project partners and collaborators; customers (e.g. event attendees, purchasing publications, research participants), clients (e.g. event sponsors, contracting advisory or consulting services), contributors (e.g. writers, project partners, collaborators); funders, donors etc. Anyone providing personal information to the Institute should expect that it will carefully be carefully protected and that any use of or other dealings with the information is subject to consent.

Definitions

Personal Information

Personal information is any information that can be used to distinguish, identify, or contact a specific individual. This personal information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual such as language, gender, age, etc.

There are exceptions to the definition of personal information, and not all information is considered personal information, including business contact information and certain publicly available information; such as, names, addresses and telephone numbers as published in directories or online locations e.g. CANADA411, LinkedIn or GEDS.

Information in the public domain is not subject to privacy legislation and as such is not included in this policy.

Where the Institute customers and clients use their home contact information as their primary contact information, the Institute considers the information provided is personal information and therefore subject to this Privacy Policy.

We always consider donor and volunteer information to be personal information, and do not disclose information about donors or volunteers without their explicit consent.

Consent

An individual's consent is required to collect and use the personal information at the point when the personal information is collected. Consent can be either express or implied and can be provided directly by the individual or by an authorized representative (e.g. *Canada HELPS, Pay Pal Foundation etc.*). Express consent can be given orally, electronically or in writing. Implied consent is consent that can reasonably be inferred from an individual's action or inaction. An individual's consent is required before confidential information is released to any third parties.

If the Institute intends to use your information in any way, your consent will be obtained prior to doing so.

Consent, either implied or expressed, can be withdrawn at any time by contacting the Institute directly.

Consent is not required to be granted individuals have the right to withhold consent. Our collection use and disclosure of personal information is a valid condition of service which means that the Institute needs that personal information in order to provide a particular service. In such cases, if you do not wish to consent to the collective use or disclosure of your personal information, the Institute may not be able to deliver certain services.

Withdrawal of consent takes effect from the date of cancellation and is not retroactive.

Limited Collection and Use

The collection of personal information is limited to that which is relevant and necessary to our programs and activities.

Personal information is collected for the following purposes:

- Conduct an administer institutes business
- Program delivery
- Organize promote and host events live and on line
- To record subscribers from mailing lists
- To process requests to register for events
- To respond to email and other inquiries
- To provide administer and protect the Institute website including troubleshooting data analysis maintenance and network security to deliver relevant website content and respond to requests for information or inquiries from visitors to the website for marketing and business development purpose is to raise awareness of our programs and services and send regular updates an invitations to events (with consent under Canada's Anti Spam Law)
- To monitor the quality of our work and butter better understand stakeholder needs in order to improve our program and services
- To recruit and hire staff or
- To recruit and develop directors
- To manage an engage alumni associates
- To perform due diligence identification verification screening and relevant background checks as may be required or advisable and to identify conflicts of interest including but not limited to staff directors and vendors
- For billing purposes
- For other purposes for which you give us your consent
- To fulfill other purposes permitted or required by law

Note: The Institute will not make unwarranted or intrusive inquiry into a person's history or personal life e.g. recruitment, a donor's gift giving history.

INSTITUTE WEBSITES

The Institute collects personal information when you access our website, contact us via email, subscribe to our newsletters and publication subscriptions, event registration, employment application volunteer application, payment for services or publications

The Institute collects different types of personal information in the course of normal operations including but not limited to contact information such as name address etc billing and financial information such as bank account or credit card, background information or identification such as date of birth, personal information provided as part of our research, information regarding your employment, website usage and other technical information that is automatically sent to us by your web browser or collected through cookies and other similar technology when you visit the institute's website, education or employment history provided when applying for a position at the Institute personal information provided when registering for conferences such as dietary or accommodation requirements, photos videos and other images collected at events, and other personal information that you may provide

The Institute collects information through direct interactions [filling out forms, signing documents, registering to attend events, subscribing for publications, etc automated interactions [users of website information is automatically technical data about equipment and browsing history using cookies and similar technologies]; from third party sources [information collected as part of acceptance as third parties such as regulatory bodies government agencies recruitment agencies credit reporting agencies information or service providers publicly available records etc.] lots of new stuff

Limited use, disclosure, and retention

Personal information will 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 these purposes, in accordance with industry standards best practices and organizational needs. When personal information is no longer required it is securely destroyed so that reconstruction is not reasonably possible

Accuracy

Personal information will be as complete, accurate and up-to-date as possible. Individuals are encouraged to review, correct, and update personal information.

Upon receipt of a written request, individuals will be given access to the information in their personal record.

Security Safeguards

Personal information gathered by the Institute is kept in confidence. Institute team members will 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.

Appropriate physical and electronic measures will be used to ensure personal information is secure. Access to donor and volunteer records will be limited to those who require such information to fulfill their job responsibilities. Confidentiality of donor and volunteer records will continue after the relationship with the individual has ended.

Donors

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

Confidentiality

Special protection will be given to all records pertaining to anonymous donors. The confidentiality of records will continue after the relationship with the individual has ended.

Procedures

The Institute's methods of privacy protection include:

- **physical** measures (e.g. restricted access and locked filing cabinets)
- **organizational** measures (e.g. security policies and procedures and limiting access on need to know basis)
- **technical** measures (e.g. passwords encryptions, security audits, strong data security software and systems to protect personal information)

Review Schedule

The Institute will review this Policy periodically (*minimum every 4 years*) and will update this to address changes in applicable laws and regulations, as necessary. When updates are made, an update will be posted on our website. Please check our website (www.vanierinstitute.ca) to ensure you have the most up-to-date Privacy Policy.

Terms & Conditions

This policy is governed by the following terms and conditions:

During the course of our various projects and activities, The Institute 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 your consent. The Institute of the Family's privacy practices are designed to achieve this.

Roles & Responsibilities

Personal information gathered by the Institute will be kept in confidence.

All employees are responsible for the protection of the privacy of people whose personal information is in the custody and/or under the control of the Institute.

Vanier Institute of the Family team members will 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.

Online Privacy (as published on the Vanier Institute Website)

Privacy Policy

The Vanier Institute (the “Institute”) does not collect personally identifiable information from individuals through this website unless it is provided voluntarily and knowingly, such as on the Vanier Institute’s newsletter subscription or donation forms.

Most of the Institute’s resources and publications are available for download free of charge and do not require your personal information to do so.

Any and all personal information you voluntarily provide is protected under the provisions of Canada’s federal privacy legislation, notably the Personal Information Protection and Electronic Documents Act (PIPEDA), with communications also respecting An Act to promote the efficiency and adaptability of the Canadian economy by regulating certain activities that discourage reliance on electronic means of carrying out commercial activities, and to amend the Canadian Radio-television and Telecommunications Commission Act, the Competition Act, the Personal Information Protection and Electronic Documents Act and the Telecommunications Act, also known as Canada’s Anti-Spam Law (CASL).

Terms and Conditions

The Institute does collect non-personal and aggregate information from website visitors as follows:

The Institute automatically logs information about visits to this website in the normal course of establishing and maintaining Web connections. The Institute servers record statistical information such as visitors’ IP addresses, time and duration of visits and webpages visited.

Cookies

Like most websites, the Institute uses ‘cookies’ to obtain non-personal information from online visitors. Although most browsers accept cookies automatically, they can be configured to not accept them or to indicate when a cookie is being sent. The Institute does not extract personal information in this process, nor does it provide this information to third parties. Cookies allow the Institute to speed up the navigation process and to make the website experience more efficient; cookies also help to measure the traffic on the website so that the Institute can assess the effectiveness of its education and outreach efforts.

Cookies are used anonymously and without storing personal identifiable information (PII). Visitors that wish to opt out of cookies should review the help documentation for their browser software to decline or selectively decline cookies. Note: declining cookies may adversely impact site performance

Google Analytic

This website uses Google Analytics to track performance Google Analytics uses persistent cookies to track visitors sessions visitors across multiple sessions and referral sources to our sites we also track the performance of promotional links to our sites Using Google analytics in compliance with the Google analytics terms of service at no time is Personal Identifiable Information (PII) passed to Google Analytics note that Google Analytics stores its data within the United States of America and is subject to US law we use this data to understand site performance to serve you better wishing to opt out of Google analytics data collection should use the Google analytics opt out browser add on.

Personal Information exceptions

If you choose to provide personal information required to sign-up for the email newsletter, the Institute will only use that information as follows:

Newsletter subscribers

The email newsletter is used to send updates about the Institute's activities, publications, events and ways you can support the Institute; including, but not limited to, making a donation or becoming a supporter. If you sign up for the newsletter, the Institute will not share or disclose your email address to any third party. You can unsubscribe from this list at any time, and an opportunity to unsubscribe is provided in each communication.

Keeping your information secure

The Institute has taken steps to keep all information received from online visitors as secure as possible against unauthorized access and use. All personal information you provide is stored in a secure database, your credit card information is used only to process your order and it is not stored beyond the point at which your payment is approved. All online payments are processed securely and protected by the Secure Socket Layer (SSL).

Do not hesitate to email the Institute if you wish to:

- Access, correct or add to your personal information maintained by the Institute
- Make a complaint regarding the management of your personal information
- Be removed from any of the Institute's mailing lists or databases

Complaints and disagreements

Anyone that does not agree with this privacy policy should refrain from using the Institute's website(s) and terminate any engagement with the Institute.

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](http://www.priv.gc.ca/index_e.asp) (www.priv.gc.ca/index_e.asp)

If you have any questions about The Vanier Institute's Privacy Policy, please contact info@vanierinstitute.ca or by mail to 94 CentrepoinTE Drive, Ottawa, ON, K2G 6B1

Last Revised:	2017 (reviewed) 2019 (updated)
Review Cycle	Every 4 years (or as required)
Next Planned Review:	2025
Revision History	2017, (2019), 2021

References & Resources

[Privacy Commissioner of Canada](#)

[PIPEDA in Brief](#)

[Canada's Anti-Spam Legislation](#)

[2021 Imagine Canada Privacy Policy](#)

[2021 Reception House Privacy Policy](#) (Google Privacy)

[2020 Memorial University of Newfoundland](#)

[2019 Broadbent Institute Privacy Policy](#)

[2018 Carters Charity Law Privacy Policy](#)