

## READ Saskatoon

### Privacy and Data Use Policy

Approved May 29, 2019

**READ Saskatoon's Vision:** *A community that values, promotes, and supports literacy.*

**READ Saskatoon's Mission:** *READ Saskatoon addresses and supports the advancement of literacy and learning in our community. We provide access to a range of literacy services for adults and families through the work of staff, trained volunteers and community partners.*

#### Purpose

READ Saskatoon is committed to protecting the privacy of the personal information of its donors, employees and other stakeholders. READ Saskatoon values the trust of those we deal with and of the public, and recognizes that maintaining this trust requires that we be transparent and accountable in how we treat the information that is shared with us.

During the course of various projects, programs and activities, READ Saskatoon may gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected. READ Saskatoon's privacy practices are designed to achieve this. As a regular course of business the READ Saskatoon reports to the public specific details of all its endowment funds and donors. This information is printed in our annual report each year, and that document is also available online. Anonymity is available as requested.

This privacy policy contains information regarding READ Saskatoon's practices with respect to the collection, use, retention, storage and disclosure of personal information such as hard copies, electronic copies or web files.

This privacy policy applies to READ Saskatoon employees, Board and Committee Members, volunteers, vendors, donors and clients.

#### Definition of personal and sensitive information

Personal information is anything that can be used to distinguish, identify or contact a specific individual, such as a person's name, address, birth date, e-mail address and phone number. Your personal information will not be rented, sold or shared with any third party. Staff and volunteers will align their practices with a guiding Data Classification document in considering personal information, sharing and data use.

#### Collection, use and retention of personal information

Personal information gathered by the READ Saskatoon is kept in confidence. READ Saskatoon staff is authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained. Personal information will only be collected and used by authorized staff consistent with the activities of READ Saskatoon. We take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed. We collect and use personal

information only for purposes that a reasonable person would consider appropriate in light of the circumstances.

Upon written request and upon proof of identification, individuals will be provided with reasonable access to their personal information to review its content and accuracy and to make any necessary changes.

READ Saskatoon will protect all information we collect with security safeguards appropriate to the sensitivity of the information.

#### Website

READ Saskatoon uses password protocols, encryption software and firewalls to ensure privacy and to protect personal and other information we may receive online. Our software is routinely updated to maximize protection of such information. READ Saskatoon is strongly committed to protecting the privacy of those who use our website. Additionally, a cyber-risk analysis will take place on a regular basis to ensure best-practice as it relates to the website, electronic safety and security of electronic files.