



HAT

Creating Conservation Legacies

HABITAT ACQUISITION TRUST POLICY

Title: Privacy Policy

Code: HAT Policy – HAT: 05

Approved By Board: Sept 23 2013

Revised:

Background:

Habitat Acquisition Trust respects and upholds an individual's right to privacy and is committed to protecting personal information. Habitat Acquisition Trust is committed to ensuring compliance with applicable privacy legislation.

Accountability

Habitat Acquisition Trust is accountable for the personal donor and member information under our control.

Purposes for Collection, Use, and Disclosure

Habitat Acquisition Trust collects and uses personal information about donors, members and project participants for the following purposes:

- 1) To issue tax receipts for donations
- 2) To issue membership cards and renewal reminders to members
- 3) To process donations, membership payments and purchases
- 4) To hold raffles, door prize draws and other fundraising events
- 5) To contact individuals about stewardship programs we offer
- 6) To maintain records of landowners contacted through our stewardship programs
- 7) To keep our members, donors and participants informed of our activities and programs, special events, funding needs, and opportunities to volunteer or to give through periodic contacts

Disclosure to Third Parties

If personal information is disclosed to third parties for any of the purposes identified above, we will ensure that appropriate security undertakings, such as confidentiality clauses in contractual agreements, are employed to protect the transfer and use of personal information. Habitat Acquisition Trust never shares, sells, or trades any personal information with any other organization.

Consent to Collection, Use, and Disclosure

If you do not wish us to use or disclose your information for any of the purposes identified above, please contact us at the number indicated below. Also, please notify us if you wish to update your information so that we maintain accurate records. We may require up to 14 business days to update your records.

Subject to any legal or statutory requirements, we will abide by your preferences. If you have not notified us previously regarding your preferences and do not do so now, we will consider that you have consented to our continued use, disclosure and retention of your information for these purposes. You may contact us to withdraw or change your consent at any time.

Limiting Use, Disclosure, and Retention

We do not use or disclose personal information for any purposes other than those for which it was collected, or as required by law.

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.

Personal information is retained only as long as is necessary for the fulfillment of the purposes for which it was collected, or as required by law.

Accuracy

Habitat Acquisition Trust will make all reasonable efforts to ensure that personal information is as accurate, complete, and current as required for the purposes for which it was collected.

Safeguards

Habitat Acquisition Trust protects personal information with appropriate security safeguards. Safeguards include physical, administrative, and electronic security measures.

Access

You have the right to access your personal information under the control of Habitat Acquisition Trust. The Privacy Officer will assist you with your access requests. In certain exceptional situations, Habitat Acquisition Trust may not be able to provide access to certain personal information that it holds about you, as required by law. If access cannot be provided, we will notify you in writing of the reasons for the refusal.