



## *Hope's Home — Privacy Policy*

Hope's Home is committed to protecting your privacy and maintaining the confidentiality of your personal information. Therefore, we follow the principles of the Canadian Standards Association Model Code for the Protection of Personal Information.

Personal information is information that can be used to distinguish, identify or contact a specific individual. The personal information that Hope's Home generally collects includes: name, address, telephone number, e-mail address, donation amount, banking or credit card information. We handle personal information in accordance with this policy.

Personal information may be provided to us through correspondence, online donations, pledge cards, conference or meeting registrations, or other forms of communication. Such information may be recorded for the purpose of processing and receipting a donation, recognizing a contribution, registering your participation in a conference, meeting, or other event, or responding to your information requests.

Personal information may also be communicated according to the stated purpose for which you provided the information. This policy applies to the handling of personal information by Hope's Home whether such information is provided directly by you or through generic forms of processes under our auspices. If you provided information in relation to an activity or a donation you may also wish to consult with Hope's Home for further details of local policies or practices.

Hope's Home will not provide or share your Personal Information with third parties unless:

- 1) You authorize us to share the information;
- 2) Sharing the information is necessary to process a donation, for example, to process a credit card transaction; or
- 3) We are required by law.

You may withdraw your consent to the collection, use or disclosure of your personal information at any time by contacting Hope's home in your area and, subject to any legal constraints, we will comply with your request within a reasonable time.



Hope's Home has in place measures to respect the confidentiality of personal information and protects personal information by safeguards that are appropriate to the sensitivity of information. Access to personal information is granted only to those employees and authorized designates and agents whose duties so require for Hope's Home and its purposes.

When you use our website we do not collect your email address unless you specifically provide it to us with a donation, information, or subscription request. Donors on our site are linked to an industry standard secure payment service for credit card transactions.

You are entitled to know whether we hold personal information about you, see that information and ensure that it is accurate. Personal information is maintained at Hope's Home at the address below. If you would like to access your personal information, or have any questions about the protection of your privacy, please contact:

**Privacy Policy & Information Services**

**Hope's Home**

**350 College Avenue**

**Regina, SK S4N 0W8**

**Tel 306.522.4673**

**Fax 306.205.2832**

**kids@hopeshome.org**

You may register a privacy-related complaint by contacting Administrative Support. We will investigate all complaints and take appropriate action.

***Revised September 30, 2009***

350 College Avenue, Regina, Saskatchewan, Canada S4N 0W8

Telephone: (306) 522.4673 / Fax: (306) 205.2832

Website: [www.hopeshome.org](http://www.hopeshome.org) E-mail: [kids@hopeshome.org](mailto:kids@hopeshome.org)