

Introduction

1. The Solcz Family Foundation was established as a registered charity to create a legacy of giving to demonstrate the Solcz family's commitment to supporting charitable causes across Windsor-Essex. When we refer to the, "Foundation", "us", "we" and "our" we are referring to the Solcz Family Foundation.

Who Does this Privacy Policy Apply To?

2. Depending on the context, the specific personal information that we collect, use and disclose and the related purposes varies. This Privacy Policy applies to the following contexts: website visitors; prospective grant applicants; grant applicants; and grant recipients.

What is the Purpose of this Privacy Policy?

3. This Privacy Policy is to let you know how the Foundation respects privacy.

Privacy Compliance

4. All of our privacy related practices have been designed to comply with or exceed privacy legislation, including the *Canada Personal Information Protection and Electronic Documents Act*, also known as PIPEDA, whether or not such legislation applies to the Foundation.

What is Personal Information?

5. Personal information is information about an identifiable individual. It includes such things as your name, address, age, date of birth, skills and employment history, preferences and opinions.

How Do We Collect Personal Information?

6. Generally, we collect personal information about you directly from you or those who act on your behalf. Sometimes we collect personal information by recording how you interact with us, for example, by way of using Google Analytics, in connection with our website. Occasionally, we collect personal information about you from other sources, if your consent has been obtained or if the law permits such collection. For example, if we collect your personal information in the context of a grant application submitted by your employer, we require your employer to obtain your consent.

What Personal Information Do We Collection, Use and Disclose and Why?

7. We limit the personal information that we collect about you to that which is necessary for our purposes as outlined in this Privacy Policy. Further, we also only use and disclose your personal information for those purposes. If the personal information we require is collected for a reason other than as outlined in this Privacy Policy or if a new purpose arises, we will seek your further consent.
8. Depending on the context, the specific personal information that we collect, use and disclose and the related purposes varies. For further detail in the context of each different context see the below contexts as applicable. Be sure to review all the contexts that apply to you.

- **Website Visitors**

Below we outline the types of personal information that we collect, use and disclose about our website visitors and the related purposes.

- **Personal Information.** Examples of personal information that the Foundation collects about our website visitors are as follows:
 - When you view our website your internet protocol (IP) address, your browser type and the date and time of your visit are automatically logged. IP addresses are unique numbers assigned by internet service providers to all devices used to access the Internet. The IP address on its own does not identify you and while we generally do not try to link it with other data, it is possible. We also employ digital markers. A digital marker is a small file placed on your computer. A “cookie” is an example of a digital marker. Our digital markers allow us to recognize a previous visitor to our website. They also allow us to track what information is viewed, for how long, the sequence and other information.
 - We have a number of features on our website. For examples, you can send us an email and submit a grant application. Our features change from time to time as we make improvements to our website. Depending on which feature you use, we collect a variety of additional personal information, such as for examples, your name and email address.
- **Purposes.** The personal information about our website visitors that we collect, use and disclose, is for the below listed purposes:
 - Conducting web analytics, including monitoring website use, traffic patterns and other aspects, so that we can work at improving your on-line experience.
 - In the context of the use of any website feature, to fulfill the purpose of that feature and also to understand better who is using our features, so that we can target improvements.
 - Evaluating, planning, administering and managing the Foundation’s operations.
 - Any other purposes required or permitted by law.

- **Prospective Grant Applicants, Grant Applicants and Grant Recipients**

Below we outline the types of personal information that we collect, use and disclose and the related purposes in the context of prospective grant applicants, grant applicants and grant recipients.

- **Personal Information.** Examples of personal information that the Foundation collects in the context of prospective grant applicants, grant applicants and grant recipients are as follows:
 - Name, position and contact information for the primary contact person.
 - Whatever other personal information that a prospective grant applicant may include on their Eligibility Screening Form. This might, for example, include details about the experience and training of their staff.
 - Such other personal information that a grant applicant may include in a Grant Application. This might, for example, include details about the work team that will be assigned to the project/program.
 - Such other personal information that may be provided by a grant recipient. For example, if there is a change in the work team assigned to the project/program, details about the individuals involved in the change.
 - Such other personal information as you or someone who acts for you may provide to us through your interactions with us.

- **Purposes.** The personal information that we collect, use and disclose in the context of a prospective grant applicant, a grant applicant or grant recipient, is for the below listed purposes.
 - Administer the grant application process.
 - Monitor compliance with the grant agreement.
 - Promote grant applications by other organizations.
 - Let our community know about the work the Foundation is funding through our grants.
 - Any other purposes required or permitted by law.

What We Won't Do with Your Personal Information

9. We assure you that we do not sell or rent your personal information.

What We Do to Protect Privacy

10. We are responsible for the personal information within our control. We have established policies and procedures, specifically designed to protect personal information from theft, loss, unauthorized use, disclosure, copying, modification or disposal. Once we no longer need your personal information for our purposes, we securely destroy it. We educate our staff about these policies and procedures and monitor compliance.

What Do We Do to Ensure Our Service Providers Protect Privacy?

11. From time to time, we may engage third-party service providers to assist us with our purposes. We require all of our third-party service providers to protect your privacy, however if your personal information is out of the country, such as for example by way of a cloud computing provider, we note that it is subject to the laws of that country and may be subject to disclosure to the governments, courts or law enforcement or regulatory agencies of such country.

Help Us Keep Your Personal Information Up to Date

12. We rely on you to let us know of any changes to your personal information that may be relevant to your relationship with us. For example, please let us know of any changes to your contact or other information. This way we can keep our records accurate and up to date, which helps us to protect your privacy.

Your Control Over Your Own Personal Information

13. When you or someone you have authorized provides us with your personal information, you are consenting to the Foundation's use and disclosure of that personal information for the purposes outlined in this Privacy Policy.
14. You can change your consent preferences or withdraw your consent for the collection, use and disclosure of any or all of your personal information at any time (see contact information below). It is important to note however that when you change or withdraw your consent, it will not have a retroactive effect; it may have implications to you and it will not affect the collection, use and disclosure of personal information where such collection, use and disclosure is permitted or required by law without consent.
15. You may, subject to a few limited legal exceptions, access your personal information. If any inaccuracies are noted, you can request that we correct those inaccuracies.

Contact Us

16. We are committed to providing you with understandable and easily available information about our privacy policies and procedures. We encourage you to contact us with any questions you might have by clicking the contact button on our website homepage and submitting them electronically.

Privacy Policy Updates

17. We may update this Privacy Policy from time to time and encourage you to refer back to it regularly. This Privacy Policy is current as of the "last revised" date which appears at the top.

THANK YOU FOR READING OUR PRIVACY POLICY!