

# Jumpstart Refugee Talent

## Information Management and Privacy Policy

### **Purpose**

It is the purpose of this Information management and privacy Policy to outline how we manage information and privacy. Jumpstart is committed to protecting the privacy of its clients, donors, volunteers, employees, and other stakeholders. We value the trust of those we deal with and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information that you choose to share with us.

### **Context**

During the course of our various projects and activities, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected.

Personal information is any information that can be used to distinguish, or identify a specific individual. This information can include an individual's place of birth, languages spoken, and their résumé. Business contact information and certain publicly available information, such as name, title/position, company, address, email and fax is not considered personal information.

### **Collecting, Using, And Disclosing Personal Information Only For Purposes Identified By You**

JUMPSTART collects personal data you volunteer online, when you donate, make use of, or register for our programs and services, in order to better meet your service, information, and donor needs.

We also use and disclose data, which does not identify individuals, for statistical purposes to develop and enhance JUMPSTART's programs and services.

We may also collect personal information in order to satisfy legal, government and regulatory obligations.

If you supply us with your personal contact information, you may hear from us about important information concerning the JUMPSTART program or service in which you are registered. You may also hear from us about other JUMPSTART programs and services that may interest and benefit you.

If you do not wish to hear about other JUMPSTART programs, services or opportunities, please contact JUMPSTART at [info@Jumpstartrefugee.ca](mailto:info@Jumpstartrefugee.ca)

JUMPSTART has various Special Events and fundraising campaigns to build awareness and raise funds for JUMPSTART. Some of these events/campaigns require the gathering of personal information, and we will inform you of the purpose for which the information is being requested. We use this information only for purposes related to this event and/or other fundraising campaigns, and destroy it as soon as it is no longer required.



JUMPSTART collects personal information for processing and receipting your donation. We also, with your consent, recognize you publicly for your donation. If you prefer to remain anonymous, please communicate this desire when making your donation.

Your consent may be expressed in writing or be implied, and you may give it to us verbally or electronically. You may withdraw your permission to collect, use and disclose your personal information at any time, subject to legal and contractual restrictions and reasonable notice.

### **Sharing And Accessing Your Personal Information**

We do not sell personal information that we collect.

We will not disclose your personal information to anyone else without your prior knowledge or consent, except when required by a government body or agency, or as permitted by law.

You may ask where we hold any personal information about you, ensure that it is accurate, and to see that information, as provided by law. You also have the right to know how we collected your personal information and how we are using it.

### **Confidentiality/Security**

JUMPSTART 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. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained.

JUMPSTART maintains physical, electronic and administrative safeguards that are appropriate to the type of personal information we obtain from you.

JUMPSTART staff and volunteers whose duties require them to have access to personal data are required to respect the confidentiality of personal information and handle it responsibly.

### **Updating Personal Information**

If you are aware of any inaccuracy or changes in the personal information which we hold about you, please contact [info@Jumpstartrefugee.ca](mailto:info@Jumpstartrefugee.ca) . We will make the necessary changes.

### **Services And Links on Our Website**

Our website enables you to communicate with us.

Because JUMPSTART wants your website experience to be informational and resourceful, our website also provides a number of links to third party sites.

JUMPSTART assumes no responsibility for the information practices of sites you are able to access through our site. We encourage visitors to review each site's privacy policy before disclosing any information that is personally identifiable.

## **Privacy Questions**

JUMPSTART regularly reviews its policies and procedures to ensure we remain current with changing laws and evolving public expectations.

If you have an inquiry about JUMPSTART's privacy practices, please contact JUMPSTART's Privacy Officer at 888.997.3384 or by email at [admin@Jumpstartrefugee.ca](mailto:admin@Jumpstartrefugee.ca)

## **Registering A Complaint**

If you have a privacy-related complaint or concern about JUMPSTART's information handling practices, we encourage you to contact JUMPSTART's Privacy Officer at 888.997.3384 or by email at [admin@Jumpstartrefugee.ca](mailto:admin@Jumpstartrefugee.ca). Jumpstart will investigate and take appropriate steps in resolving your concern.