

Ottawa Network for Education (ONFE) Privacy Policy Statement

Our Commitment

At Ottawa Network for Education (ONFE) we are committed to protecting the privacy of the personal information of our contributors, employees, volunteers, students, suppliers and other stakeholders. We value the trust of those we deal with, and of the public, 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.

During the course of our day-to-day activities, special events and other activities, we frequently collect and use personal information. You may expect that any personal information collected will be carefully protected and that any use or disclosure of this information is generally subject to your consent.

We regularly review our privacy practices and may amend this policy from time to time. Please check this website www.onfe-rope.ca on an ongoing basis for information on our most up-to-date practices. Copies of this privacy policy are available from our office or can be emailed or mailed to you by phoning us as at: (613) 366-3085.

Defining Personal Information

We consider “personal information” to mean information about an identified individual. Personal information can include an individual’s opinions or beliefs, as well as facts about, or related to, the individual. Exceptions which are not considered personal information include business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories.

Where an individual uses his or her home contact information as business contact information, we consider that the contact information provided is business contact information, and is not therefore subject to protection as personal information.

Collecting Your Personal Information

ONFE collects personal information for the primary purpose of conducting our day-to-day operations, special events and other activities. ONFE collects details such as your name, address, telephone and facsimile numbers and email addresses. For individuals who are deemed not capable of consenting to the collection of their personal information, we require the consent of the individual's parent, legal guardian or substitute decision maker for the collection of information about that person.

When personal information is collected for a specific purpose such as fundraising or other special events, registration forms, websites, newsletters, sponsor sheets or other documents, ONFE will provide details of the purposes for which the information is collected and is to be used.

ONFE does not sell, trade, barter, exchange or disclose for consideration any personal information that we collect.

Your Consent

Your provision of personal information to ONFE means that you agree and consent that we may collect, use and disclose your personal information in accordance with this Privacy Policy. In addition, specific authorizations or consents may be obtained from time to time.

In most cases, and subject to legal and contractual restrictions, you are free to refuse or withdraw your consent at any time upon reasonable, advance notice by contacting our Privacy Officer. You should note that certain services can only be offered if an individual provides personal information to ONFE and, consequently, if an individual chooses not to provide us with the required personal information, we may not be able to offer the services requested. We will inform you of the consequences of the withdrawal of consent.

Opt Out:

If at any time you wish to be removed from our mailing lists, simply contact us at: (613) 366-3085.

Disclosing Your Personal Information

ONFE may disclose personal information collected to any individual or organization in the course of their provision of services to ONFE or in connection with ONFE's delivery of services, in accordance with this Privacy Policy.

To conduct our operations, ONFE engages independent consultants and service providers. Some information may be used or disclosed in part by ONFE to:

- Enable mail contractors to deliver documents and communications to stakeholders; and
- Send direct mail to stakeholders with news of special events.

There may be circumstances where the use and/or disclosure of personal information may be justified or permitted or where ONFE is obliged to disclose information without consent. Such circumstances may include:

- Where required by law or by order of a tribunal;
- Where ONFE believes, upon reasonable grounds, that it is necessary to protect the rights, privacy, safety or property of an identifiable person or group;
- Where the information is public.

Where obliged or permitted to disclose information without consent, ONFE will not disclose more information than is required.

Accuracy and Retention

ONFE endeavours to ensure that your personal information is accurate, complete and up-to-date. ONFE generally retains personal information as long as is necessary to fulfill the purposes for which it was collected.

Protection of Personal Information

ONFE endeavours to maintain appropriate physical, procedural and technical security with respect to its offices and information storage facilities.

ONFE restricts access to personal information to those staff members and service providers who are determined to need to know that information in order that ONFE may provide its services. 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 that the integrity of this information is maintained and to prevent its being lost or destroyed.

Where ONFE shares personal information with organizations that perform services on its behalf, we will require those service providers to take the necessary precautions to protect the personal information.

All listings of ONFE volunteers, program participants, Board of Directors, staff, and financial contributors are considered strictly confidential and shall not be released for use by others outside ONFE except as provided for in this Privacy Policy without prior written and specific authorization or as may be permitted or required by law.

Accessing Your Personal Information

ONFE recognizes an individual's reasonable right to access and review his/her personal information held by us and will endeavour to provide the information in question within a reasonable time and upon your written request. To arrange access, please contact our Privacy Officer at: info@onfe-rope.ca or by phone at (613) 366-3085.

ONFE may decline to provide access to records containing personal information in certain circumstances, such as where records contain information protected by solicitor-client privilege, where the records contain information about third parties, or other information that ONFE considers to be confidential.

Resolving your Privacy Concerns

If you have questions about access to your personal information or ONFE's collection, use, management or disclosure of personal information or if you wish to withdraw your consent please contact our Privacy Officer at: info@onfe-rope.ca or by phone at (613) 366-3085.

ONFE will investigate all complaints and will take all reasonable steps to resolve privacy-related issues.