



FAMILY
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CENTRE

Privacy and Gift Collection Policy

KARA Family Resource Centre

Purpose

KARA Family Resource Centre is committed to safeguarding the personal information of our donors, volunteers, staff, and community members. We value the trust you place in us and are dedicated to ensuring transparency and accountability in how we collect, use, and protect your information.

Personal Information and How We Use It

Personal information includes any details that identify or can be used to contact an individual. This may include names, addresses, phone numbers, or email addresses. Business contact details and publicly available information, such as phone book listings, are not considered personal information under this policy.

We collect personal information only when necessary to support our programs, fundraising efforts, and community services. This information is used to process donations, issue tax receipts, communicate updates, and recognize donor contributions when appropriate. We do not share, sell, or trade donor or volunteer information without consent.

Consent and Collection

We collect personal information with your consent, either explicitly (through written, verbal, or electronic agreement) or implicitly (when you provide details for a specific purpose, such as making a donation). We collect only the information needed to fulfill our mission and do not seek unnecessary details about donors, volunteers, or program participants.

Use, Disclosure, and Retention

Personal information is used only for the purpose for which it was collected unless additional consent is given or required by law. We retain this information only as long as necessary to meet legal, financial, or operational requirements. When it is no longer needed, it is securely disposed of. a at www.priv.gc.ca.



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Accuracy and Updates

We strive to maintain accurate records and encourage individuals to update their information when needed. If you wish to review or correct your details, please contact us at info@kara-frc.ca.

Security and Confidentiality

We take appropriate measures to protect personal information from unauthorized access, use, or disclosure. Access to donor and volunteer records is limited to staff members who require this information to perform their duties. We also honor requests for anonymity from donors who wish to remain confidential.

Openness and Changes to This Policy

Upon request, individuals may access their records and learn more about how their personal information is used. KARA Family Resource Centre reserves the right to update this policy as needed. Any changes will be communicated in a timely manner.

If you have any concerns about your privacy, please contact us at info@kara-frc.ca. For more information on privacy rights, visit the Office of the Privacy Commissioner of Canada at www.priv.gc.ca.

Please note that this Privacy and Gift Collection Policy is in draft form and is waiting for board approval. (May 2025).