Privacy Statement:

**Ontario Parents Advocating for Children with Cancer**

**PRIVACY POLICY**

**Our Commitment**

OPACC is committed to respecting your privacy and protecting your personal information. This Privacy Statement explains the current information management practices on our website. The handling of all personal information by Ontario Parents Advocating for Children with Cancer (OPACC) is governed by the *Freedom of Information and Protection of Privacy Act* (FIPPA) and the *Ethical Fundraising and Financial Accountability Code* of Imagine Canada (formerly the Canadian Centre for Philanthropy). We are committed to protecting your privacy whether you are browsing for information or conducting business with OPACC electronically.

OPACC also ensures that your personal health information is private, confidential and secure through the *Health Information Protection Act*. When you visit our website, we will not collect your personal information unless you choose to use and receive online products and services that require it.

**You Have Choice**

If you choose not to use the Internet to provide personal information to OPACC you may contact us by mail at Ontario Parents Advocating for Children with Cancer, 524 Bayfield Street North, PO Box 20005, Barrie, Ontario L4M 5E9 or by email at info@opacc.org.

**Cookies**: Websites that you might visit via links from the OPACC site may use cookies. Cookies are generally used to make it more convenient for users to move around our Websites. If you choose, they may be used to 'remember' your password and make it easier and faster to log-in to certain sites. These types of cookies need to be stored on your computer's hard drive. If cookies are used by OPACC they are encrypted to make the information in cookies unreadable to anyone except OPACC.

**Tracking Information**: We may use non-personal information to create aggregate tracking information reports regarding Website traffic patterns and uses, and then provide those reports to advertisers and others. None of the tracking information in the reports can be connected to the identities or other personal information of individual users. We also may link tracking information with personal information voluntarily provided by Website users. Once such a link is made, all of the linked information is treated as personal information and will be used and disclosed only in accordance with this Privacy Policy.

**Important Notices**: Some of our Web sites link to other sites created and maintained by other organizations. We provide these links solely for your information and convenience. When you link to an outside Web site, you are leaving the OPACC Web site and our information management policies no longer apply.
**What is personal information?**

Personal information is any information about an identifiable individual, other than an individual’s business title or business contact information. Personal information (e.g. name, address, age, credit card information, banking information) does not include information that cannot be associated with or tracked back to a specific individual. Information that is publicly available, such as a telephone book listing, is also not considered to be personal information.

**What information does the Society collect?**

1. **Personally identifying information**

   OPACC only collects personally identifying information about donors, clients, volunteers and event participants for fundraising, public education and advocacy purposes, program and service delivery, as well as to establish, maintain and manage our relationship with you. The information OPACC collects is the minimum amount we need to demonstrate and maintain a service, volunteer, participant, donor or program relationship with you. This includes:

   - contact and identification information, such as your name, address, telephone number and e-mail address
   - donation information such as date of gift, amount of gift, the campaign you contributed to, name of spouse or partner if it was a joint gift
   - financial information such as your payment methods and preferences, billing and banking information (credit card number and expiry date or chequing account transit numbers, in order to process your donation); for online financial transactions such as donations and event registrations, all on-line donations are process through Canadahelps.org and thus your personal information will be collected through CanadaHelps and only your name and the name of the person you are donating on behalf of or in memory of will be sent to us. Credit Card information and other personal information is kept by Canadahelps.org.
   - other personal information used for purposes that a reasonable person would consider appropriate in the circumstances (e.g. if you have demonstrated an interest in participating in fundraising events, or on a committee, we may send you information regarding other fundraising programs, committee and services). Some of the information OPACC collects is needed in order to satisfy the requirements of the Canada Revenue Agency (CRA) (e.g. income tax receipts). There are also circumstances where the use and/or disclosure of personal information is justified or permitted without consent. These circumstances may include:
     - where required by law or by order or requirement of a court, administrative agency or other governmental tribunal
     - where the Society 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
OPACC generally collects your personal information directly from you and only with your consent. In addition, OPACC will not collect or use personal information about you from a third party without your express consent. OPACC will usually obtain your consent at the time that we collect your personal information. If the purpose for using your personal information changes from the time since such consent was obtained, OPACC will advise you of this purpose before such use or disclosure.

**Accuracy of information**

OPACC aims to ensure that any personal information provided is accurate, complete and current as required for the purposes for which the information is used.

**Retention of personal information**

OPACC keeps personal information only as long as it is required for the reasons it was collected. The length of time we retain information varies, depending on the program, service or event and the nature of the information, for example we keep financial information for 6 years, in accordance with CRA rules and regulations. The retention period may extend beyond your relationship with us. When your personal information is no longer required for OPACC purposes, the information is either physically destroyed or deleted.

**Links to other websites from opacc.org**

OPACC provides links to other websites which the organization believes may be of interest to you. As OPACC has no control over the content of any of these websites, these links may be updated or deleted as OPACC deems appropriate. Please be aware that OPACC is not responsible for the privacy practices of other websites that we link to. We encourage you to read the privacy statements of each and every website that requests personal information from you.

**Inquiries and requests for access**

If you have any questions about this privacy policy, or would like to access your personal information, please contact send your query to Ontario Parents Advocating for Children with Cancer, 524 Bayfield Street North, PO Box 20005, Barrie, Ontario L4M 5E9 or by email at info@opacc.org. **Please note that as we cannot guarantee the security of Internet mail, all formal requests to access personal information should be made in writing.**

If you are not happy with the way that OPACC has handled your inquiry, or have a concern about OPACC’s privacy practices that you feel we have not addressed satisfactorily, you can contact the Privacy Commissioner of Canada at:

112 Kent Street  
Ottawa, Ontario  
K1A 1H3  
Tel: 1 800 282-1376  
Fax: (613) 947-6850

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