

Effective Date: November 3rd, 2022

Review Date: November 3rd, 2025

Donor Privacy and Confidentiality Policy:

1. PURPOSE

The Ontario Medical Foundation (OMF) recognizes that an individual's right to privacy is an essential right to be protected and understands the importance of protecting personal information in our care or under our control. The OMF's relationship with its supporters is founded on trust and the OMF is committed to maintaining this trust.

OMF is committed to taking reasonable steps to protect the privacy of individuals, whether they are donors, supporters, partners, or volunteers. OMF is committed to collecting, using and/or disclosing personal information responsibly and only to the extent necessary for the fulfillment of its charitable purposes and the services it provides.

2. SCOPE

This policy applies to all OMF and OMA staff, board directors, and volunteers that are privy to information about donors, such as giving history, assets, wealth, and family relationships. This is especially true for staff, board directors, and volunteers involved in fundraising and development activities. Due to the sensitivity of this information, it is important that all OMF staff, board directors, and volunteers adhere to the policy that information shared with them remains confidential, is not discussed with others in private or public settings and is not disclosed or used for any other purposes.

3. POLICY

General Guidelines

The OMF uses donors' information to understand their interests in its mission and to update them on the organization's plans and activities. It is shared with staff, board directors, volunteers, and consultants only on a "need-to-know" basis. Donors have the right to remain anonymous.

The types of donor information that it collects and maintains are as follows:

- Contact information (name, address, telephone number, and e-mail address)

- Gift information
- Information on events attended
- Publications and reports received
- Any notes and comments from donors

OMF Obligations

- The OMF assures donors that their names and addresses will not be shared with any third party unless permission has been granted.
- All reasonable efforts will be taken to honour any request from a donor or prospective donor not to be contacted for future fundraising campaigns.

Author: Ariel Sully, Director, Development, OMF
Process/Service Owner: OMF, Strategic Affairs
Approved by: OMF Board Directors