

ISLAND NATURE TRUST POLICY RESPECTING PRIVACY

Application:

These guidelines apply to all Directors of the Board duly elected or appointed at the Annual General meeting of the Island Nature Trust and those appointed by the Board to replace a Director, as well as all Employees.

Administration:

The responsibility for administration of this policy rests with the Board of Directors.

Principles:

- Island Nature Trust is committed to collecting, using, and disclosing personally identifiable information responsibly and to maintaining the accuracy, confidentiality, and security of such personal information.
- The purpose of collecting personally identifiable information is to ensure the provision of high quality programs and services. Only the information considered necessary for achieving this purpose shall be collected.
- Personally identifiable information includes information that can specifically identify a person such as an address, telephone number, or email address that is recorded in writing or electronically, excluding the person's name.
- Personally identifiable information may be collected for the following reasons:
 - To maintain membership records;
 - To maintain donor records and issue charitable tax receipts;
 - To maintain employment records;
 - To establish and maintain communication with members, donors, and employees;
 - To promote and provide the mission, programs, and services of the Island Nature Trust; or
 - To assist the Island Nature Trust in complying with legal and regulatory requirements.

- Personally identifiable information may be collected, used, or disclosed without consent in the following exceptional circumstances:
 - Where such collection, use, or disclosure is required by law;
 - When using such information is required in an emergency that threatens an individual's life, health, or personal security; or
 - In a non-identifiable aggregate form for statistical or promotional purposes.
- Membership, donor, or employee lists shall not be shared, given, or sold to third parties.
- Consent will be obtained from members, donors, or employees for the collection, use, or disclosure of any personally identifiable information outside of the purposes stated in this policy. Consent may be given in writing or electronically.
- Members, donors, and employees may have access to the personally identifiable information about them kept in Island Nature Trust files by submitting a written request to the Executive Director. Every effort will be made to provide access to the requested files in a timely manner and to make corrections if needed.
- All personally identifiable information shall be stored in a secure environment, using reasonable procedural and technical safeguards to protect the information against loss, theft, and unauthorized access or disclosure.

Implementation:

The Privacy Policy was duly passed by the Board of Directors and became a policy of the Island Nature Trust this 21st Day of February, 2008. It shall remain in effect until modified or rescinded by a duly passed motion of the Board of Directors.