



Canadian Children's  
Optimist Foundation

**Canadian Children's Optimist Foundation in your **community****

The Canadian Children's Optimist Foundation is a Canadian charity recognized by the  
Canada Revenue Agency. **Charitable Number: 874718950RR0001**

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# PRIVACY STATEMENT

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03-23-2015



### **Defining Personal Information**

Personal information is any information that can be used to distinguish, identify or contact a specific Individual.

### **Our Commitment**

The CCOF is committed to protecting privacy. The CCOF values the trust of all parties, and recognizes that we must be accountable in how we treat the information that contributors choose to share with us. CCOF gathers and uses personal information in our day to day activities. Such information is carefully protected and any use of this information is subject to consent. CCOF's privacy practices are designed to achieve this.

### **Accountability**

CCOF is responsible for all personal information under its custody or control.

### **Privacy Practices**

Personal information gathered is kept in confidence. CCOF personnel are authorized to access personal information as needed to promote Foundation goals.

We require donor personal information with online or mailed donations to process donations. Additionally, names and other information may be placed on our mailing list for the following purposes -

- Mailings (by post or electronic) and/or phone calls to make a request for support;
- Mailings (by post or electronic) and/or phone calls to invite supporters to special events;
- Mailings (by post or electronic) and/or phone calls to advise of interesting ways to support CCOF;
- Electronic mailings to alert about updated information and interesting news about the CCOF, its members or the website.

Communication to donors or potential donors personal from CCOF should be limited to one per 30 day period. This restriction would be exclusive of opt-in mail and would not apply to Board Members, Officers, Committee Members, DFRs, or CFRs.

Consent may be withdrawn anytime. Requests that CCOF cease contact, that names be removed from our mailing list, or that donors be treated as anonymous may be made by contacting the CCOF at [info@ccof-foec.org](mailto:info@ccof-foec.org) or 1-800-363-7151, or by writing to the CCOF, 5205 Boulevard Métropolitain Est, 200, Montréal, Québec H1R 1Z7. In addition, questions, concerns or complaints relating to CCOF's privacy policy on the treatment of personal information can also be addressed at the same contact information as above. We will respect all of those requests.

Any personal information provided to CCOF is for the sole use of this organization and shall not be shared with any other individual, corporation or organization without the knowledge and consent of the individual. We do not rent, trade or sell our lists.



### **Website and Electronic Commerce**

The CCOF does not collect any personal information from its website. It uses the services of certified providers for secure online payment solutions. Personal information necessary to process the online payment is collected by these providers in a secure and reliable manner and in accordance to local rules and regulations.

### **Updating of Privacy Policy**

Canadian Children's Optimist Foundation is regularly reviewing its privacy practices for its various activities. Any revisions to the policy will be made available on our website over the coming months.

### **Contact Information**

Question, concerns or complaints relating to CCOF's privacy policy on the treatment of personal information should be e-mailed to [Info@ccofofoundation.org](mailto:Info@ccofofoundation.org).