## **Privacy Policy** United Way of Greater Moncton and Southeastern NB Region Inc.

United Way of Greater Moncton and Southeastern NB Region Inc. (UWGMSENB) is committed to protecting your privacy and maintaining the confidentiality of your personal information.

Personal information is information that can be used to distinguish, identify or contact a specific individual. The personal information that UWGMSENB generally collects includes: name, address, telephone number, e-mail address, donation amount, banking or credit card information.

Personal information may be provided to us through correspondence, online donations, pledge cards, conference or meeting registrations, or other forms of communication. Such information may be recorded for the purpose of processing and receipting a donation, distributing a donation to a member (local United Way – Centraide) or other registered charity, recognizing a contribution, registering your participation in a conference, meeting, or other event, or responding to your information requests.

UWGMSENB will not provide or share your personal information with third parties unless:

- 1. You authorize us to share the information;
- 2. Sharing the information is necessary to process a donation, for example, to process a credit card transaction; or
- 3. We are required by law.

You may withdraw your consent to the collection, use or disclosure of your personal information at any time by contacting our office and, subject to any legal constraints; we will comply with your request within a reasonable time.

Every effort will be made to honour donor requests with respect to:

- The frequency of solicitations
- Solicitation by telephone or by electronic means
- The receipt of printed materials
- UWGMSENB will cease solicitation of a prospective donor who identifies the solicitation as harassment or undue pressure, or who states that he/she does not wish to be solicited

UWGMSENB has in place measures to respect the confidentiality of personal information and protects personal information by safeguards that are appropriate to the sensitivity of the information. Access to personal information

Created 2009 Revised August 23, 2012 is granted only to those employees and authorized volunteers and agents whose duties so require for UWGMSENB purposes.

When you use our website we do not collect your email address unless you specifically provide it to us with a donation or information request. Donors on our site are linked to an industry standard secure payment service for credit card transactions. Our site uses "cookies" (small files containing information to track a visit) in a session limited way. These temporary files enhance your ability to use our website but do not remain on your computer after the session ends. Your browser can be set so that it does not accept cookies. If you set your browser to turn off cookies, some areas of our site may not function properly.

You are entitled to know whether we hold personal information about you, see that information and ensure that it is accurate. If you would like to access your personal information, or have any questions about the protection of your privacy, please contact:

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You may register a privacy-related complaint by contacting our office. We will investigate all complaints and take appropriate action in a timely fashion.

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