

# CANADIAN MERIT SCHOLARSHIP FOUNDATION

## PRIVACY POLICY

The Canadian Merit Scholarship Foundation (the “**CMSF**”) is committed to maintaining the accuracy, security and privacy of the personal information it collects uses and discloses in accordance with applicable legislation. This privacy policy (the “**Privacy Policy**”) is a statement of principles and guidelines concerning the protection of personal information of our scholarship applicants and our scholars, donors, volunteers, service providers and other individuals (“**you**”).

### CONSENT

**BY SUBMITTING PERSONAL INFORMATION TO THE CMSF OR ITS AGENTS, YOU AGREE THAT WE MAY COLLECT, USE AND DISCLOSE SUCH PERSONAL INFORMATION IN ACCORDANCE WITH THIS PRIVACY POLICY, THE PRIVACY PREFERENCES YOU HAVE MADE KNOWN TO US AND AS PERMITTED OR REQUIRED BY LAW. Subject to legal and contractual requirements, you may refuse or withdraw your consent to certain of the identified purposes at any time by contacting us as set forth below. If you refuse or withdraw your consent, we may not be able to provide you or continue to provide you with certain services or information that may be of value to you.**

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### 1. Who are we?

The CMSF is committed to cultivating our most important natural resource: our youth. CMSF identifies and supports talented students who show promise of leadership and a strong commitment to service in the community. We fund these citizens to study on Canadian campuses, and inspire them to make a better Canada, to the benefit of their future and ours.

## **2. What personal information do we collect?**

Canadian privacy legislation defines personal information broadly as information about “an identifiable individual” or as information that allows an individual to be identified. The types of personal information that we may collect from you from time to time include: (for applicants) your name, address, contact information, educational institution, field of study and educational status, biography and résumé information, social insurance number, photo and medical conditions; (for parents and guardians): name, contact information; (for volunteer assessors, interviewers, donors and other service providers): name, contact information, résumé information.

## **3. Why do we collect your personal information?**

We collect your personal information for the purposes listed below:

- To determine your eligibility for and to administer our awards, including the Garfield Weston Merit Scholarships for Colleges;
- To conduct research related to the activities of the CMSF;
- To provide you with required tax receipts, T4As and other such documentation;
- To establish the qualifications of our volunteers (assessors, interviewers, mentors etc) and service providers;
- To send you information about the CMSF, its activities and the activities of the scholars;
- To detect and protect the CMSF and other third parties against error, fraud, theft and other illegal activity, and to audit compliance with the CMSF policies and contractual obligations;
- To understand and respond to scholars, donors, supplier and other third party needs and preferences, including to contact and communicate with such parties and to conduct surveys, research and evaluations;
- For any other purpose to which you may consent from time to time.

## **4. To whom do we disclose your personal information?**

For the purposes set forth in section above, the CMSF interacts and exchanges information (including personal information) on a “need to know” basis to the following third parties in the following circumstances:

### **(a) Disclosure to Service Providers**

We may disclose your personal information to other companies that provide services on our behalf, including label printers, delivery contractors, auditors, our software developers (including website developers and hosts), data processing, document management and

office services. We will only provide those companies the information they need to deliver the service and they are prohibited from using that information for any other purpose.

**(b) Disclosure to research organizations**

We may disclose your personal information, with your express consent, to organizations hired by the CMSF to conduct research into matters related to the CMSF's activities and objectives.

**(c) Disclosure to educational institutions**

We disclose your personal information to educational institutions of our applicants and scholars to administer the scholarship program on a need-to-know basis from time to time.

**(d) Disclosure for purpose of promotion**

We may disclose your personal information, with your consent, to media relations companies and journalists to help promote the scholarship program and its scholars.

**(e) Law enforcement and legal disclosure**

The CMSF may disclose your personal information to a government institution that has asserted its lawful authority to obtain the information or where the CMSF has reasonable grounds to believe the information could be useful in the investigation of unlawful activity, or to comply with a subpoena or warrant or an order made by a court, person or body with jurisdiction to compel the production of information, or to comply with court rules regarding the production of records and information, or to the CMSF legal counsel.

## **5. Control of your personal information**

At the CMSF, we want you to be able to maintain control over how we use your personal information. In particular:

- You may have the right to “opt out” of some or all of the identified purposes, uses and disclosures listed in sections and above.
- You always have the option to instruct us not to use your name, address, e-mail address, etc. beyond providing you with the information or service you requested.
- E-mail communications will always include an identification of the sender and an "Unsubscribe" option.
- You have the right to access and rectify your personal information that we have on file, as discussed below in section .

In order to specify your privacy preferences, please contact our Chief Privacy Officer at the address below (see “Contact Us”). As mentioned above, we may not be able to provide you with information or services if you withdraw your consent to our use of your personal information that we require to administer the scholarship programs.

## **6. Where is your personal information stored?**

Your personal information is stored in secured locations and on servers controlled by the CMSF, located at our office. For access to your personal information, please contact our Chief Privacy Officer via the contact information below.

## **7. How can you access your personal information?**

Upon written request, subject to certain exceptions, the CMSF will inform you of the existence, use, and disclosure of your personal information and will give you access to that information. Access requests should be sent to our Chief Privacy Officer, using the contact information in the "[Contact Us](#)" section below.

## **8. How do we protect your personal information?**

We make every reasonable effort to protect against the loss, misuse, and alteration of personal information under our control. Our security policies are periodically reviewed and enhanced as necessary.

Only authorized employees, assessors and suppliers have access to your personal information. Where information is sent to a third party for processing, we make sure, through our contracts with them, that all customer information is kept secure. We operate secure data networks protected by industry standard firewall and password protection systems.

## **9. Privacy and our Websites**

The CMSF sometimes collects personal information through our websites (the "**Sites**") such as [www.cmsf.ca](http://www.cmsf.ca) and [www.gwmisc.ca](http://www.gwmisc.ca). For areas where you login as a member all information you provide will be accessible to the CMSF staff, as well as to those who have access to the password protected areas of the sites.

### **(a) Why do we collect your personal information and how is it used?**

The CMSF uses the information it gathers for several purposes. For instance, in order to make certain aspects of the sites and tools function properly, we are required to use minimum information from your profile, including your first name, last name, and e-mail address. Moreover, we collect and post the information contained in your personal profiles in order to facilitate dialogue amongst members. In addition, the CMSF gathers personal information to understand more about member and community interests, to keep updated with alumni, to communicate with you about summer program and other CMSF programs and to provide personalized tools and content. We use the donation information to issue tax receipts and provide you with the proper acknowledgements. We also hope to use this information to create new services and develop new programs that are relevant and useful to you and to provide you with personal and professional networking opportunities.

### **(b) Who has access to your personal information?**

Once you have confirmed your agreement with the Privacy Policy and Terms of Use, your membership will be activated. At that point, any information contained in your personal profile, except your userID and password, can be viewed by other users who have access to the password-protected area of the Site, including CMSF staff. Authorized access to the password protected areas of the Site will be made available to other scholars, alumni as well as to employees, service providers and volunteers of the CMSF who require it to provide services to the members.

The CMSF will not otherwise use or disclose personal information to a third party without the user's consent, except if required to do so by law, court order, or other government or law enforcement authority. For instance, we will not sell or exchange your personal information to third parties or other organizations without your consent.

For obvious reasons, the CMSF cannot control how other members use the information that you post on the Sites, other than to request that they abide by the Terms of Use set forth below. For this reason, we recommend that all members use caution when submitting personally identifying information to the Sites.

### **(c) Security**

Access to all areas of the Sites that contain personal information, including your personal profile, is password protected.

Users may be provided with a userID and initial password by the CMSF. In those case members should change their password as soon as possible. You should never disclose your password to others.

### **(d) How you can access and update the information we keep about you?**

In general, members can directly access and update their personal information held on file at the Sites, simply by accessing and modifying their personal profile. However, some information contained in your personal profile may not be modified directly by you. To access or update such personal information, please e-mail a request to us at [info@cmsf.ca](mailto:info@cmsf.ca).

## **10. Changes to the Privacy Policy**

The CMSF reserves the right to modify or supplement this Privacy Policy at any time. If we make a change to this Privacy Policy, we will post such changes on our websites and make such revised policy and changes available upon request to the CMSF Chief Privacy Officer. However, the CMSF will obtain the necessary consents required under applicable Privacy Laws if it seeks to collect, use or disclose an individual's personal information for purposes other than those to which consent is obtained unless otherwise required or permitted by law.

## **11. Contact Us**

The CMSF has appointed a Chief Privacy Officer to oversee compliance with this Privacy Policy and applicable privacy laws. For information on the CMSF privacy practices, please visit our website at [www.cmsf.ca](http://www.cmsf.ca) or contact the CMSF Chief Privacy Officer at

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