

Privacy Policy of CCS

Commitment

CCS understands that for people to feel comfortable dealing with organizations they must have trust that any information given to that organization will be protected and considered private.

CCS carefully protects all personal information gathered from our stakeholders, employees, members, and volunteers in order to maintain this valued trust, transparency and accountability.

Definition of Personal Information

Although information is considered personal when it is not available publicly, it is our policy not to disclose any information concerning our members, donors, staff and volunteers to outsiders without our stakeholder's explicit consent.

Privacy

We consider all personal information confidential and will not disclose anything beyond what is needed to provide the services for which it was collected.

CCS collects personal financial information for purposes of our sliding scale programming fees. We will keep this data secure. It will not be shared with anyone and is only available as aggregate data for assessment and verification by our auditors or funders. It will be destroyed when it is no longer needed for program auditing.

Donor information is not shared with other organizations and anonymity is respected if requested.

Our donor and volunteer lists are not given, sold, traded or "rented out" to anyone other than what is required by the CRA.

All personal interviews or conversations which are personal and as such are expected to be private will be considered confidential and are covered under this privacy policy

Website:

Our website will not collect personal information. All forms must be downloaded and filled in separately and can be emailed to us directly or sent via regular post.

Any donations are made through "Canada Helps" which is highly secure.

Policy Changes

CCS reviews this policy annually and any changes that are made will be available on our website.

Contact

Comments, questions or complaints regarding this policy can be emailed to info@CCS-montreal.org, or mailed to our offices: Ste 200, 451 De l'Eglise, Verdun, H4G 2M6, c/o CEO

Other information about your privacy rights regarding personal information can be found from the Privacy Commissioner of Canada at www.privcom.gc.ca