

# Privacy Policy & Terms of Use

Jake Weitz Memorial Scholarship (“JWM”) is incorporated federally as a Canada Not-for-Profit Corporation and within the Province of Alberta as Extra-Provincial Non-Profit Corporation. We abide by and follow the Canada Not-for-Profit Corporation Act and Government of Alberta Business Corporations Act.

This privacy policy (“policy”) will help you understand how JWM uses and protects the information you provide to us when you visit our website. We reserve the right to change this policy at any given time. To make sure that you are current with the latest changes, we advise you to frequently visit this page.

## Statement of Privacy and Security

JWM is committed to protecting your privacy. This Statement of Privacy applies to JWM web site including jakeweitz.ca and jakeweitzmemorial.ca and governs data collection and usage. JWM is a general scholarship website, intended for users of all ages. Personal information of all users is collected, used and disclosed as described in this policy.

## Collection of your Personal Information

As an E-commerce Website, JWM collects personal information, such as your e-mail address, name, address, postal code, and telephone number.

- Information collected by JWM is used solely for the purpose of collection donations, billing and shipping your online purchases or collecting scholarship applications.
- JWM does not collect any information about your computer hardware and software.
- We are not responsible for the privacy statements or other content on websites outside of the JWM website, including websites that link to the JWM website or the platform JWM is hosted by.

As a scholarship Website with interactive forms, JWM collects personal information, such as your e-mail address, name, address and telephone number.

- Information is collected to facilitate inquiries, responses to inquiries and fulfillment of scholarship and donor collection services.
- We adhere to a very strict privacy policy-we will not give your name or e-mail address out to outside parties under any circumstances.
- In support of Canada’s Anti-Spam Legislation, we do not send Commercial Electronic Messages without having received consent. Individuals may always freely opt out of our electronic communications (which are non-commercial in nature) by replying with “unsubscribe”.

## **Use of your Personal Information**

JWM collects and uses your personal information to process donations, product orders and deliver the products requested. It is possible that JWM may also use personal information to inform you of other products or services available but will not sell or disclose your personal information to any other entity. JWM does not sell, rent or lease its customer lists, or any information therein, to third parties. JWM may access and/or disclose your personal information if required to do so by law or in the good faith belief that such action is necessary to:

- (a) conform to the edicts of the law or comply with legal process served on JWM or the site;
- (b) protect and defend the rights or property of JWM, including its website; or
- (c) act under exigent circumstances to protect the personal safety of users of JWM or the public.

## **Transmission and Security**

JMW ensures that all sensitive personal information is transmitted over SSL encrypted connections. Personal information may be stored on secure Internet servers that host the JWM website. Credit card numbers may be stored on secure servers but are never stored in clear text, always stored with public/private key encryption, accessible only by JWM when provided with the proper credentials to do so.

## **Terms of Use**

If you continue to browse and use this website, you are agreeing to comply with and be bound by the following terms and conditions of use, which together with our privacy policy govern JWM's relationship with you in relation to this website. If you disagree with any part of these terms and conditions, please do not use our website.

The term 'Jake Weitz Memorial Scholarship' or 'JWM' or 'us' or 'we' refers to the owner of the website whose registered office is 104 Westpoint Bay, PO Box 2233, Didsbury, Alberta TOM 0W0. The term 'you' refers to the user or viewer of our website.

The use of this website is subject to the following terms of use:

- The content of the pages of this website is for your general information and use only. It is subject to change without notice.
- Neither we nor any third parties provide any warranty or guarantee as to the accuracy, timeliness, performance, completeness or suitability of the information and materials found or offered on this website for any particular purpose. You acknowledge that such information and materials may contain inaccuracies or errors and we expressly exclude liability for any such inaccuracies or errors to the fullest extent permitted by law.
- Your use of any information or materials on this website is entirely at your own risk, for which we shall not be liable. It shall be your own responsibility to ensure that any

products, services or information available through this website meet your specific requirements.

- This website contains material which is owned by or licensed to us. This material includes, but is not limited to, the design, layout, look, appearance and graphics. Reproduction is prohibited other than in accordance with the copyright notice, which forms part of these terms and conditions.
- Unauthorised use of this website may give rise to a claim for damages and/or be a criminal offence.
- From time to time this website may also include links to other websites. These links are provided for your convenience to provide further information. They do not signify that we endorse the website(s). We have no responsibility for the content of the linked website(s).
- Your use of this website and any dispute arising out of such use of the website is subject to Canadian laws.

## **JWM General Privacy Policy**

### **1. Purpose**

1.1. This Privacy Policy is Jake Weitz Memorial Scholarship Inc.'s ("JWM") commitment to the protection of any personal information that is disclosed to JWM. It was created to ensure JWM preserves the confidentiality, accuracy and security of this information. These principles guide JWM in the collection, use, retention and disclosure of all personal information.

### **2. Definitions**

#### **2.1. What is personal information?**

- a. This includes information such as name, address, postal code, telephone number, date of birth and social insurance number.
- b. It also includes credit card, email address, and banking information.

### **3. Collection and Use of Personal Information**

3.1. The information that is collected enables us to process and/or develop:

- a. donation receipts;
- b. an application for scholarship;
- c. communication; and
- d. relationship building.

3.2. JWM will ask permission and inform as to why the information is being collected. In some instances, where the purpose for collection is obvious, a person's consent is implied. Personal information will only be used for the purposes identified when express consent was obtained.

#### **4. Disclosure of Personal Information**

4.1. JWM does not provide or exchange personal information to other organizations without consent. Personal information is a vital part of our ongoing relationship with our donors and our scholarship applicants. Personal information will only be disclosed:

- a. on a confidential basis, to provide charitable receipts or to process a scholarship application;
- b. if the disclosure is required or permitted by law; or
- c. if an individual requests or consents to the disclosure.

4.2. Consent for the use of personal information can be withdrawn at any time, upon reasonable notice to JWM. The implications of withdrawal will be communicated. JWM may retain information for audit and archival purposes.

#### **5. Maintaining and Safeguarding Personal Information**

5.1. JWM strives to ensure that security measures protect personal information against unauthorised access, loss, deletion or alteration. This includes limiting access to those board members or employees who have a signed Disclosure of Personal Information. This also includes the use of individual sign-up procedures for program registration, which are stored in a secure location, prohibiting personal information from being displayed publicly.

#### **6. Limiting Use, Disclosure and Mandatory Breach Reporting**

6.1. We recognize our legal obligations to protect the personal information we have gathered about individuals. We have therefore made arrangements, including arrangements with our outsourced service providers as mentioned above, to secure against unauthorized access, collection, use, disclosure, copying, modification, disposal or destruction of personal information. These arrangements may include physical security measures, network security measures, and organizational measures such as non-disclosure agreements and need-to-know access.

6.2. In the unfortunate event that JWM suffers a loss of personal information, or unauthorized access to or disclosure of personal information, JWM will notify any affected individuals as required by law and the Office of the Privacy Commissioner of Canada.

#### **7. The Role of the Privacy Officer**

7.1. JWM's Privacy Officer is the point of contact, if any matters regarding the use of personal information needs to be raised. The Privacy Officer is responsible for monitoring information

collection and data security, and ensures that other staff members receive appropriate training on privacy issues and their responsibilities under this policy. The Privacy Officer also handles all privacy inquiries and personal information access requests under this policy.

7.2. Ultimate responsibility for our compliance with the Policy rests, however, with the Board of Directors of JWM.

## **8. Access Your Personal Information**

8.1. When requesting information, a reasonable amount of time (30 days) must be allowed to respond to a request. There is no cost for above requests unless a number of copies of records are required. JWM will advise of any costs prior to copying those records. JWM may not be able to provide access to personal information where the information cannot be separated from the records of others, cannot be disclosed for reasons of security or is protected by legal privilege.

## **9. Complaints about Compliance**

- a. Upon receiving the response from the Officer, the person who filed the complaint may, if they are not satisfied, appeal initially to the organization's Senior Management Team and then, secondly, to the JWM Board of Directors to review and determine the disposition of the complaint at issue.
- b. The determination of the JWM Board of Directors shall be final and the Officer shall abide by and implement any of its recommendations.

9.1. If an attendee would like to review their own personal information, correct or revise existing information, or if any questions, concerns or comments regarding this Privacy Policy or its application have been raised, please contact the Privacy Officer by mail at: Jake Weitz Memorial Scholarship Inc. at 104 Westpoint Bay, PO Box 2233, Didsbury, Alberta TOM 0W0. Attention: Privacy Officer.