

Privacy Policy

Part 1: Policy Statement

The David McAntony Gibson Foundation, operating as GlobalMedic (GlobalMedic) is committed to safeguarding the personal information entrusted to it by its donor, employees and others. While GlobalMedic is not bound by privacy legislation, it is the intent to operate in the spirit of such legislation.

Part 2: Application

This Policy applies to all employees, volunteers, and contractors providing services on behalf of GlobalMedic.

Part 3: Definitions

Donor means an individual who makes a financial contribution to the charitable purposes of GlobalMedic and does not include a corporation or other organization, or an individual acting in their capacity as a representative of a corporation or organization, making a financial contribution to the charitable purposes of GlobalMedic.

Personal information means recorded information about an identifiable person including, but not limited to, name, address, telephone number, age, sex, marital or family status, national or ethnic origin, colour, religion, sexual orientation, criminal history, identifying number assigned to the individual, education, employment history and financial transactions.

Record means any record of information however recorded, whether in printed form, on film, by electronic means or otherwise.

Part 4: Roles and Responsibilities

Executive Director

The Executive Director is responsible for approving this Policy.

Director of Administration

The Director of Administration is responsible for administering this Policy, as well as updating the Policy as required and seeking approval for such updates.

Employees, Volunteers and Contractors

Employees, volunteers and contractors are responsible for:

- a. Providing GlobalMedic with accurate personal information
- b. Updating their personal information when changes occur
- c. Notifying their manager of any errors in GlobalMedic's record of their personal information

Part 5: Personal Information of Donors

5.1 Collection

- a) GlobalMedic collects personal information of donors necessary for the processing of donor financial contributions.

5.2 Consent for Other Purpose

- a) Donor personal information will not be used for any purpose other than the original business purpose unless consent is obtained from the donor, or GlobalMedic is required to release the information as authorized by law, or a court or tribunal of competent jurisdiction.

5.3 Selling, Bartering, Leasing

- a) GlobalMedic does not engage in the selling, bartering or leasing of its donor, membership or fundraising lists.

Part 6: Personal Information of Candidates for Employment and Volunteer Activities

6.1 Collection

- a) GlobalMedic may collect personal information for the purpose of considering candidates for employment or volunteer activities.

6.2 Consent Required

- a) Consent to disclose personal information will be obtained from candidates to verify hiring qualifications and to obtain information from references.

Part 7: Personal Information of Employees

7.1 Collection

- a) Personal information of employees will be collected, used and disclosed for work-related purposes including, but not limited to:
 - i. Establishing training and development requirements
 - ii. Assessing performance and managing performance issues
 - iii. Arranging travel
 - iv. Administering pay and benefits
 - v. Processing employee work-related claims (e.g., insurance claims)
 - vi. Complying with applicable laws (e.g., *Income Tax Act*)

Part 8: Personal Information of Volunteers

8.1 Collection

- a) Personal information of volunteers will be collected, used and disclosed for volunteer-related purposes including, but not limited to:
 - i. Establishing training and development requirements
 - ii. Assessing performance and managing performance issues
 - iii. Arranging travel

Part 9: Reference Checks for Former Employees and Volunteers

9.1 Consent Required

- a) GlobalMedic will not disclose personal information about former employees and volunteers to other organizations who request references without written consent from the former employee or volunteer.
- b) When written consent has been provided, GlobalMedic will generally provide the following information:
 - i. Confirmation that an individual was an employee or volunteer, including the position and date range of the employment or volunteering
 - ii. General information about an individual's job duties, information about the employee or volunteer's ability to perform job duties, and the individual's success in the employment or volunteer relationship

Part 10: Access to Personal Information

10.1 Written Request

- a) Upon written request, employees and volunteers will be provided with access to their own personal information in a record that is in the custody, or under the control, of GlobalMedic.
- b) If the record contains the personal information of another individual, GlobalMedic will redact the information of the other individual before disclosing the record.
- c) At its sole discretion, GlobalMedic may deny access, in part or whole, to a record. In such cases, GlobalMedic will provide the requesting employee or volunteer with its reasons for the denial.

Part 11: Storage, Retention and Disposal of Personal Information

11.1 Protection of Records

- a) GlobalMedic will make all reasonable efforts to protect personal information in a manner appropriate for the sensitivity of the information and take all reasonable efforts to prevent any loss or misuse, and any unauthorized disclosure, or access to personal information.

11.2 Retention Period

- a) GlobalMedic will generally retain personal information for the current year plus seven (7) years, unless a longer period of time is required for legal or other business purposes.

11.3 Disposal of Computer Equipment

- a) Any computer equipment used to store personal information will have all personal information erased from the computer equipment by a certified operator prior to the disposal of the equipment.

11.4 Disposal of Paper Records

- a) Paper documents containing personal information will be cross-shredded prior to disposal of the documents.

Part 12: Compliance

Individuals who fail to comply with this Policy may be subject to disciplinary action up to and including termination of their employment, discontinuation of their service agreement, discontinuation of their volunteer activities and, when warranted, legal proceedings.

Related Legislation, Regulations or Policies

Confidentiality Policy

Approved by: Executive Director

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