

Our Ethics

Our commitment to the protection of the privacy of our donors and volunteers

The Douglas Institute Foundation respects your privacy. We value the confidence and trust that you place in us, and we know that, in order to maintain this trust, we must be **transparent** and **responsible** in our actions. We protect the confidentiality of your personal information. If you would like more details, please take a moment to read our privacy policy in page2.

We do not sell, rent, or trade mailing lists

Your name, address, and other information that you provide when you sign-up to our mailing list, make a donation, or register for an event or as a volunteer will be used for the Foundation's own activities only, and to stay in touch with you. If at any point, you no longer wish to be contacted, or want to limit the amount of contact you have, you can speak with us at **(514) 762-3003** or foundation@douglas.mcgill.ca.

What is personal information?

Personal information is any information that can be used to **identify** an individual. Certain public information, such as your name, address, and telephone numbers (if published in a phonebook), is not considered personal information.

Ethical Practices

We, the Douglas Institute Foundation, hold our relationship with you, our donors and volunteers, in the highest regard. Without your help, we would not be able to offer hope and recovery to individuals suffering from mental illness. We thank you for your generosity.

We believe that transparency and responsibility are essential to our success. So, please do not hesitate to contact us at **(514) 762-3003** or foundation@douglas.mcgill.ca should you want further information.

Privacy policy regarding the collection and use of information

The Douglas Mental Health University Institute Foundation is seriously committed to the protection of your privacy. The Douglas Institute Foundation wants to ensure that you are well informed about our privacy policy with regard to the collection and use of all personal information that you provide to us. It is important that you read this policy carefully and understand it before sharing personal information on this website.

What is personal information?

Personal information is any information that can be used to identify an individual. Certain public information, such as names, addresses, and telephone numbers are not considered personal information. This public information shall hereinafter be referred to as contact information.

1. Reasons for collecting information

The Douglas Institute Foundation shall determine and disclose the purposes for which personal information may be collected before or at the time of collection.

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Any personal information collected shall be used only for mutually agreed upon purposes except in situations subject to the law or for a new use consented to by the person concerned.

In general, the Douglas Institute Foundation collects personal information in the context of:

- Making a donation
- Subscribing to the Foundation's newsletter
- Registering for an event

2. Use of information

The Douglas Institute Foundation shall not use your personal information for any reason other than for that which it was intended and disclosed to you.

The Douglas Institute Foundation shall under no circumstances disclose the personal information for any purpose other than that for which it was collected unless the person concerned authorizes it or if the law so requires.

Only staff members of the Douglas Institute Foundation who are responsible for the consensual use of your information will have access to it. The personal information shall be retained for as long as necessary for the attainment of the stated purposes.

3. Limited collection

The Douglas shall collect only the personal information necessary for the purposes determined. It will specify, whenever required, whether a request for personal information is mandatory or optional in nature, and the consequences of the person accepting or refusing to provide one or more items of information

4. Consent

In the event that the Douglas Institute Foundation ever intends to use your information for any other purpose, we shall inform you of the collection, use, or disclosure of your personal information and shall always obtain your consent.

5. Safeguards

All personal information is protected by security measures appropriate to the circumstances.

All information and transaction forms on our website are secure. No outside parties will be able to access anything you input into these forms.

Our employees sign confidentiality agreements and safeguards are in place to ensure that the information is not accessed, disclosed, or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed. Individuals may access their personal information at any time to ensure that it is correct and current, or to edit it.

6. Your contact information

We never share our donor lists with other charities, organizations, or outside parties. We shall only use your contact information to get in touch with you regarding upcoming Douglas Institute Foundation events, to send you our latest news, or to ask for your continued support in our attempts to meet the Douglas' needs. If at any point you no longer wish to be contacted, you may notify us by phone, e-mail, or writing using the contact information below.

7. Challenging compliance

The Douglas Institute Foundation shall receive and process every complaint from anyone relating to the implementation of this policy. All such complaints must be sent to the Douglas Mental Health University Institute Foundation at the address below.

Douglas Institute Foundation

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