

PRIVACY POLICY

PURPOSE

The purpose of Habitat for Humanity – Mountainview Affiliate is to help families build their own homes in a cooperative effort involving sponsors, volunteers, partner families, and tradespeople. In accomplishing this primary goal, it is also our purpose to establish and foster positive relationships with the communities we represent including local churches, businesses and service groups through strong public relations activities.

Communities represented are: Olds, Sundre, Didsbury, Crossfield, and Carstairs.

COLLECTION OF INFORMATION

In order to achieve our goals it will be necessary to collect relevant, accurate and up-to-date information regarding our partners, volunteers, donors and families.

DISCLOSURE OF INFORMATION

Personal information gathered by H4H Mountainview will not, without the consent of the individual or group, be used except for the purpose for which it was collected or alternatively, if information would result in severe harm to an individual or criminal activity if not disclosed.

DISCLOSURE CONSISTENT WITH PURPOSE

Information may be used or disclosed without the consent of the individual for reasons directly related to processes, consistent with the purpose of the organization. Examples of consistent disclosure are: reporting requirements to Habitat for Humanity Canada, volunteer scheduling, receipts, donor public relations and family selection.

The information will be disclosed only to members of the organization involved in these processes, establishing a 'need to know' to perform their functions. All volunteers and Board Members who have access to personal information are bound to respect the privacy of the individuals or groups.

RETENTION

Personal information gathered by H4H Mountainview will be retained for a period of two years following the completion of projects or involvement with the organization.

COMMUNICATION OF POLICY

The policy will be distributed to all members of the affiliate.

The following policy statement is to be included on the Volunteer and Family application forms: "Personal information is collected solely for use(s) consistent with the purpose of Habitat for Humanity – Mountainview Affiliate. It will not be used or disclosed without your consent except for reasons directly related to this purpose."