



## Privacy Policy

Ottawa Therapy Dogs Inc. recognizes the importance of protecting the privacy of our members, donors, supporters, and other stakeholders, including the recipients of Therapy Dog services. We are committed to maintaining the accuracy, confidentiality and security of personal information given to us. We value the trust of those with whom we have dealings and recognize that maintaining this trust is most important in keeping our credibility and integrity.

### What is Personal Information?

Personal information is any information that can be used to distinguish, identify or contact a specific individual. Information that is publicly available (e.g. telephone book) is not considered to be personal information.

The personal information that OTD collects may include: name, address, email, telephone numbers, photographs, resumés, police and reference checks, interests and workplace contact information for our members. As well, information is kept about members' dogs: name, breed, date of birth, registration number and dog rating.

OTD collects this information only from you and only with your consent.

#### Purposes for Collecting and Using Personal Information

The information collected by OTD is used to provide services to our members, including placement in a facility, and to keep contact information for the purposes of informing members of services, issues and opportunities. We may also use this information to provide donor summaries or aggregate information about donations, programs and services.

We do not provide personal information to any other organization. Personal information is kept in confidence and is not disclosed or shared more than is necessary to achieve the purpose for which it was gathered.

## Donations

OTD collects donations from individuals who wish to support the organization. For the purpose of such donations OTD collects the name and contact information of the donor. This information is used only to process and administer donations and issue tax receipts.

## Facilities

OTD may obtain photographs and/or videos of persons and/or facilities serviced by the organization only with the express written consent. Photos and videos are used only for the promotion of the organization and the education of our members and the public.

## **Access to / Accuracy of Personal Information**

You have a right to know what personal information we hold about you and to whom we may have disclosed that information. You also have a right to provide us with corrections if you believe that any information about you may be inaccurate. Please contact the OTD Privacy Officer at 613-261-6834.

OTD keeps personal information only as long as it is required for the reasons for which it was collected. The retention period may extend beyond your relationship with us. When it is no longer required, the information is physically destroyed and/or deleted.

## **Website Security**

We take reasonable steps to protect your personal information from loss, misuse, unauthorized access, disclosure, alteration or destruction. As you transmit information via email, you should be aware that internet transmissions are not secure. You should therefore, take care in determining what information you send us via email.

All information on our website is the property of Ottawa Therapy Dogs Inc. and may not be copied or used without the express permission of the Chairperson or her delegate of Ottawa Therapy Dogs.

Our website contains links to other websites; these are provided for your convenience. OTD's Privacy Policy does not apply to them. We encourage you to read the privacy statement of each site that requests personal information about you.