



## THE BARBADOS CANADA FOUNDATION

*“We help our youth create their future, and strive to improve the lives of those in need.”*

### OUR PRIVACY POLICY

Thank you for visiting our website. The Barbados Canada Foundation is committed to safeguarding the personal information entrusted to us by users of our website. We manage your personal information in accordance with the Personal Information Protection and Electronic Documents Act and other applicable laws.

This policy outlines the principles and practices we follow in protecting your personal information; and applies to The Barbados Canada Foundation and to any person providing services on our behalf.

#### *Personal Information*

Personal information means information about an identifiable individual. This information includes name, address, e-mail address, or information provided in a completed pledge form, scholarship or membership application.

#### *Personal Information We Collect*

We collect only the personal information we need for the purposes of considering a scholarship or membership application, processing a pledge or other donation. In addition we may automatically collect web traffic information to allow us to determine the number and type of visitors to our site, and to help us make our site more useful to visitors.

#### *What We Use Your Information For*

We use personal information collected only for the purpose for which the information was collected, to respond to your individual needs, inform you of events and to process transactions.

#### *E-mail Correspondence*

The e-mail link in our website allows visitors to easily correspond with us. We use the information you provide by sending us an e-mail to respond to your inquiry and to improve our service. Except when required by law we will not disclose any personal information you may provide without your prior knowledge or consent.

#### *Cookies*

We do not use cookies.

#### *Disclosure of Personal Information*

We do not sell, trade, or otherwise transfer your personal information to outside parties. Trusted third parties who assist us in operating our website or conducting our business may have access to your personal information, subject to their agreement to keep this information confidential. We will disclose your personal information without notice, only if required to do so by law.

#### *Links to Other Sites*

Our website contains links to other websites, which are provided for convenience only. These websites are not under our control and we are not responsible for the contents of any linked website. You are no longer on our site when you link to another website and are subject to the privacy policy of the new site.



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#### *Security of Your Personal Information*

We make reasonable efforts to prevent any loss, misuse, disclosure or modification of personal information, as well as any unauthorized access to personal information.

We use appropriate security measures when destroying personal information, such as shredding paper records and permanently deleting electronic records.

We retain personal information only as long as is reasonable to fulfill the purposes for which the information was collected or for legal or business purposes.

When personal information (such as credit card details) is transmitted to other websites, it is protected through encryption, such as Secure Socket Layer (SSL) protocol.

#### *Consent*

You consent to our privacy policy by using our website.

#### *Changes to Our Privacy Policy*

If we change this privacy policy, we will post the revised policy on this website.

#### *Contacting Us*

If you have any questions or concerns about this privacy policy, please contact us by e-mail at [barcanfdn@bell.net](mailto:barcanfdn@bell.net).