

Bill Reid Foundation Policies Volunteers and Beneficiaries 2024.1 Area: Limitations Date Adopted: March 31, 2016 Reviewed: March 19, 2024

Purpose:

To provide appropriate confidentiality to volunteers and beneficiaries (those who contribute to the Bill Reid Foundation e.g. members, Patron circle donors and others)

Objective:

To guide and inform operations and support the establishment of a culture of philanthropy at the Bill Reid Foundation

In order to build and maintain both meaningful and respectful relationships with its volunteers and beneficiaries the Foundation will:

- 1. Provide a physically and culturally safe work environment where identities of others are recognized and respected, and where people's participation is not compromised by power imbalance, discrimination, and bias;
- **2.** Comply with privacy and personal information protection laws of the federal and provincial governments;
- **3.** Use methods of collecting, reviewing, transmitting, and storing personal information that protects against the improper access of this information;
- **4.** Only disclose personal information with the consent of those persons to organizations or persons outside of the Foundation except when mandated to do so by law; and
- 5. Clearly communicate what may be reasonably expected from the Foundation by volunteers and beneficiaries in terms of support, services and benefits.