

**Bill Reid Foundation**  
**Area:** Limitations  
**Specific:** Volunteers and Beneficiaries

Date Approved: March 31, 2016

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**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. Comply with privacy and personal information protection laws of the federal and provincial governments.
2. Use methods of collecting, reviewing, transmitting, and storing personal information that protects against the improper access of this information.
3. 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.
4. Clearly communicate what may be reasonably expected from the Foundation by volunteers and beneficiaries in terms of support, services and benefits.