

Centre Grey Health Services Foundation Privacy Statement – Approved May 2008

The Centre Grey Health Services Foundation (CGHSF) is committed to protecting the privacy of its donors. Maintaining trust is a high priority and requires that we be open and accountable in our treatment of the personal information that is shared with us.

Your donation helps to ensure the best health care possible by funding the purchase of high priority medical equipment, staff education and other special initiatives at Grey Bruce Health Services – Centre Grey Hospital. In fulfilling the Foundation's mission, we gather and use personal information.

Personal Information:

Personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to the individual. Business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories are not considered personal information.

Privacy Practices:

We value the privacy of our donors. CGHSF does not sell, rent, or trade its donor lists. We collect, use and disclose personal information only for the purpose of processing donations, keeping our donors informed about the activities of the hospital and Foundation, and to ask for their support in our mission to improve health care for people within our service area. Anyone from whom we collect information can expect that it will be carefully protected and that any use of this information is subject to consent. Donors and prospective donors always have the option to limit or opt-out of future contacts.

All CGHSF employees and volunteers sign confidentiality agreements. Safeguards are in place to ensure that personal information is not accessed, disclosed or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take steps to ensure the integrity of personal information is maintained and to prevent its loss or destruction. Our donors may access their personal information at any time to ensure its accuracy and completeness.

Updating of Privacy Policy:

We review our privacy policies and procedures annually.

Contact Information:

If at any time you wish to be excluded from future contacts from CGHSF, or if you wish to discuss the privacy of your personal information, please call us at (519) 986-3040 ext. 6178 or 6153 and we will accommodate your request.

If you have questions or concerns about our privacy policy, please call the Privacy Officer at (519) 986-3040 ext. 6178 or 6153, e-mail dlamberti@cghsfoundation.com, or write to us at:

**Centre Grey Health Services Foundation
Darlene Lamberti, Privacy Officer
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