

## **Privacy Policy**

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**We take your privacy extremely seriously.**

The Great Commission Foundation respects and upholds the confidentiality of information and the privacy of individuals and is committed to user, visitor and customer privacy to The Great Commission Foundation web site at [www.tgcfcanada.org](http://www.tgcfcanada.org). Because we gather important information from our donors, we have established this Privacy Policy as a means to communicate our information gathering and dissemination practices. By accessing this Website, you acknowledge and agree to this Privacy Policy and also agree to the Terms of use of the Website located at [www.tgcfcanada.org/terms-of-use.html](http://www.tgcfcanada.org/terms-of-use.html). (Terms of Use Agreement).

### **Information We Collect.**

We may require persons who visit our Website and make a donation on our Website to give us contact information, which may include but is not limited to the person's name, company name, address, phone number, email address, cookies, IP logs, credit card number, and other information as under "Personal Information." Archival or backup copies of said information will exist. Your email address and any Personal Information will not be distributed or shared with third parties unless it is to transact such donations as you have contracted us to do, to comply with legal processes and/or law enforcement requests, or to conduct any business as The Great Commission Foundation, in its sole discretion, deems reasonable.

The Great Commission Foundation or any Project/Partner you make a donation toward may email (or send via other methods) information regarding updates to the Website, newsletters, advertisements, or other correspondence. You will have an opportunity to unsubscribe to any emails or mailings by contacting us. Despite unsubscribing from any such list, The Great Commission Foundation may send confirmation emails if you donate online and may need to contact you by phone, email or regular mail with questions or issues concerning your donation. The Great Commission Foundation shall not be liable for problems arising from the unsubscribe procedure.

We acknowledge that you have the right to control how your Personal information is collected and used.

### **Personal Information.**

The type of Personal information that may be collected or submitted to The Great Commission Foundation includes, but is not limited to the following:

Your name, current address, age group, email address, telephone/cell phone number and fax number;

Information about your visit to the Website, which includes the date and time of your visit, the pages accessed and the documents retrieved;

The type of browser used when you visit our Website, and

Any personal correspondence, which includes emails.

Other information you provide is not required by us but may assist with responding to your request more effectively.

### **Why Do We Collect Personal Information?**

The Great Commission Foundation offers donation services to our donors and also strives to meet the needs of our donors. We use your Personal information for internal purposes such as tracking your donation, issuing tax-deductible receipts, analyzing your preferences, and noting trends and statistics.

To do this effectively, we need to collect certain Personal information.

### **The Personal Information We Collect From You**

All Personal information we collect from you requires your consent, for example, making a donation. The Personal information we hold is for establishing and managing our operations and donor relations with you. Sensitive information is subject to greater restrictions and governed by law.

By communicating with The Great Commission Foundation, including by email, by completing online forms and making a donation, you are giving your consent to the collection of what Personal information you provide.

You have the right to anonymity and do not have to supply us with information. However, if you choose not to provide the information and we need to fulfill your request for a donation, we may be unable to provide you with that requested service.

### **Keeping a record of Personal Information**

Depending on the service you have requested, it may be necessary to keep a record of the transaction for Audit and Canada Revenue Agency purposes or to enable us to respond to your concerns.

We may hold personal information for the following purposes:

Internal accounting and administration;

To supply you with information about your donation(s);

To respond to inquiries;

Enhancing customer service, partner options and to improve services;

To administer tax-deductible receipting process;

Compliance requirements by auditors and Canada Revenue Agency;

To provide information about us, our partners, services and to analyze our website usage.

## **Our Disclosure of Your Information/Security**

Although The Great Commission Foundation uses industry standard practices to protect your Personal information, due to technical limitations, WE DO NOT REPRESENT, WARRANT AND/OR GUARANTEE THAT PERSONAL INFORMATION WILL REMAIN SECURE. Therefore, we cannot and do not guarantee, and you should not expect, that your Personal Information or private communications will always remain private. Notwithstanding this, as a matter of policy, **we NEVER sell or rent any Personal Information about you to any third party.**

**Cookies.** When you visit the Website, our server may attach a small data file know as a “cookie” to your hard drive. This enables us to analyze usage patterns on our Website in order to tailor it to our users’ needs. Cookies are safe and cannot be used to deliver a virus. Cookies only identify your computer to our servers when you visit our Website. Most web browsers are set to accept cookies. If you do not wish to accept cookies, you can refuse the transfer of cookies to your computer’s hard drive by adjusting your internet browser. Without accepting a Cookie, you can browse through our site, but you will be unable to make a donation on-line.

**Legal Requests.** The Great Commission Foundation may lawfully disclose your Personal Information for law enforcement or regulatory purposes.

## **How We Manage Your Personal Information**

You may have contact with us personally, by telephone, mail, over the internet or other electronic medium. We take all reasonable steps to keep your Personal Information secure in a combination of secure computer storage, hard copy files and other records. We take steps to protect the personal information we hold from misuse, loss, unauthorized access, modification or disclosure. You have the right to access the Personal Information you have provided to us. If you require details of your Personal Information held by us, we will need to verify your identity before meeting your request, which we will process in a reasonable time. If you find that the information we hold about you is inaccurate or out of date then we will promptly correct it upon receipt of the changes from you.

As far as permissible under law, The Great Commission Foundation accepts no responsibility for the unauthorized access of Personal Information held by The Great Commission Foundation.

## **Changes to Our Privacy Statement**

From time to time, it may be necessary for us to review and revise our privacy statement. We reserve the right to change our privacy statement at any time and to notify you by publishing an updated version of the policy on The Great Commission website at [www.tgcfcanada.org](http://www.tgcfcanada.org).

## **How To Contact Us If You Have A Problem Or Complaint**

If you have any queries in relation to this policy or its administration or if you would like more details of the type of personal information The Great Commission Foundation holds, for what

purposes, and how we collect, hold, use and disclose that information, please contact The Great Commission Foundation at 403 488 7020.

**Additional information**

This policy is part of the Terms of Use of the Website and any use of the Website is governed by those Terms of Use.