



## Privacy Policy

### Guiding Principles

Friends of Simon Wiesenthal Center for Holocaust Studies (FSWC) is committed to protecting the privacy of our donors. We value our donors' trust and recognize that maintaining this trust requires that we be open and accountable in our treatment of the personal information that you choose to share with us.

FSWC complies with all relevant Canadian and provincial legislation governing the management of personal information.

The following principles reflect our pledge to safeguard our donors' personal information.

#### 1. **We are accountable for your personal information.**

"**Personal information**" is any information that can be used to distinguish, identify or contact a specific individual. This information includes whether an individual has donated to FSWC, how much has been donated and an individual's private contact information. Business contact information and certain publicly available information, such as names, addresses and telephone numbers that are published in telephone directories, are not considered personal information.

We keep the personal information that you provide to us in strict confidence.

Our employees sign confidentiality agreements and safeguards are in place to ensure that the information is not accessed, disclosed

or shared more widely than is necessary to achieve the purpose for which it was gathered. We also take measures to ensure the integrity of this information is maintained and to prevent its being lost or destroyed. Individuals may access their personal information at any time to ensure that it is correct and current.

Where we choose to have certain services (such as some fundraising and processing services) provided by third party providers, we select the service providers very carefully. We take all reasonable precautions to ensure that the service provider protects your personal information.

**2. We collect, use and disclose personal information for the purposes that we identify to you.**

When FSWC collects personal information directly from individuals, FSWC identifies the purposes for which personal information is collected at or before the time of collection. These purposes include, but are not limited to: fundraising, administration of donations, providing information about the activities of FSWC, compliance with legal and regulatory requirements, and to ask for support in our mission to counter hate and promote tolerance, justice and human rights.

**3. We obtain your consent to collect, use or disclose your personal information.**

We collect, use or disclose your personal information with your permission. Your permission may be expressed or implied. You may grant your permission orally, electronically or in writing.

You may limit or opt-out of future contact with FSWC by contacting us at Friends of Simon Wiesenthal Center, 900-5075 Yonge Street, Toronto, Ontario M2N 6C6, 416.864.9735, [swcmain@fswc.ca](mailto:swcmain@fswc.ca).

**4. We limit the collection of your personal information.**

We limit the collection of personal information to that which is necessary for the purposes identified. Personal information will be collected only by fair and lawful means in accordance with the relevant governing legislation.

**5. We limit the use, disclosure and retention of personal information.**

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with consent or as required by law. Personal information will be retained only as long as necessary for the fulfillment of those purposes.

FSWC's web pages contain online forms that allow visitors to make donations. The personal and credit card information provided on these forms is used only to process those donations. Online donations to FSWC may be processed through a third party. The security and privacy policies of this third party are available by clicking on the "Privacy Policy" link on the online donation form web page.

**6. Accuracy of personal information.**

We rely on our donors to provide us with accurate personal information. To change or modify any personal information previously provided to FSWC, contact us at Friends of Simon Wiesenthal Center, 900-5075 Yonge Street, Toronto, Ontario M2N 6C6, 416.864.9735, [swcmain@fswc.ca](mailto:swcmain@fswc.ca).

**7. We safeguard your personal information.**

Personal information is protected with security safeguards appropriate to the sensitivity of the information.

We take all reasonable steps to ensure the security of the personal information we hold. We maintain physical security over our paper and electronic data storage, including locks, passwords and security systems. We maintain computer and network security through the use of firewalls (security measures for the Internet) and user identifiers and passwords to control access to our computer system. Paper records are stored in secure areas.

For online donations, we use password protocols and secure websites to protect personal information we receive when an online donation is made. Our software is routinely updated to maximize protection of such information.

## 8. **We are open about our privacy practices.**

We make our practices relating to the management of personal information available to you by posting FSWC's Privacy Policy on our websites.

### **Compliance with our privacy practices.**

If you are concerned about the FSWC compliance with our privacy policy, please contact Elise Korne, Operations Manager, Friends of Simon Wiesenthal Center, 900-5075 Yonge Street, Toronto, Ontario M2N 6C6, 416.864.9735 ext. 234, [ekorne@fswc.ca](mailto:ekorne@fswc.ca)

We will investigate all complaints. If a complaint identifies a gap in FSWC's continual compliance, we will take appropriate steps to remedy the situation, including changing our policies and practices where necessary.

## **Contacting Friends of Simon Wiesenthal Center**

Questions, comments and concerns regarding the handling of personal information may be directed to the Privacy Officer at Friends of Simon Wiesenthal Center, 900-5075 Yonge Street, Toronto, Ontario M2N 6C6, 416.864.9735, [swcmain@fswc.ca](mailto:swcmain@fswc.ca).

For public affairs inquiries, please contact FSWC's Associate Director of Communications Avital Borisovsky, Friends of Simon Wiesenthal Center, 900- 5075 Yonge Street, Toronto, Ontario M2N 6C6, 416.864.9735 ext. 229, [aborisovsky@fswc.ca](mailto:aborisovsky@fswc.ca).

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