

# **CSPG EDUCATIONAL TRUST FUND ("CSPG TRUST")**

## **PRIVACY POLICY**

### **Background Information**

The Canadian Society of Petroleum Geologists ("CSPG") has established an Educational Trust Fund (the "CSPG Trust"), a registered Charity that raises money to fund educational programs in geosciences. The CSPG Trust has adopted the principles of the Canadian Centre for Philanthropy's Ethical Fundraising and Financial Accountability Code and has committed to fundraising practices that respect donors' right to privacy. When you make a donation, you are entrusting us with important personal and financial information. Your privacy is important to us. All information that is collected by the CSPG Trust via this website or otherwise is done so in accordance with the CSPG Trust's Privacy Policy.

### **What this policy covers**

The CSPG Trust's Privacy Policy applies to all donors or prospective donors with respect to whom personal information is collected, used or disclosed by the CSPG Trust, and to recipients of funds for educational programs. Personal information is defined as any information that can be used to distinguish, identify, or contact a specific person. It can include, for example, a person's name, physical or e-mail address, age, credit card information, banking information, and the organizations that they support. Personal Information does not include business contact information collected, used or disclosed for the purpose of contacting an individual in their capacity as an employee or official of an organization.

### **Purposes for Collection of Personal Information**

The CSPG Trust collects personal information to administer donations and contact its donors about renewal, establish and maintain mailing contact lists, respond to information requests, thank its donors, periodically send literature on the CSPG Trust, issue tax receipts for charitable donations, and award funds to recipients with respect to educational programs. It will share your information with other charities only with your consent, and only for a specified time and for a specified purpose. The CSPG Trust will not sell or transfer its donor list.

### **Consent**

Except where otherwise permitted or required by applicable law, the CSPG Trust will obtain your consent for the collection, use and/or disclosure of your personal information. This consent may be express (i.e., either oral or written), or it may be implied. For instance, an individual is deemed to consent to the collection, use, or disclosure of personal information about that individual for a particular purpose if that person voluntarily provides that information for that purpose, and it is reasonable that a person would voluntarily provide that information. Please note that the CSPG Trust may be permitted or required to collect, use, or disclose personal information without consent in specific instances that include (but are not limited to):

- situations where the collection, use, or disclosure is in the best interests of the individual and consent cannot be obtained from the individual in a timely way;
- situations where the collection, use, or disclosure is reasonable for the purposes of an investigative proceeding;
- situations where the personal information is publicly available from a prescribed source;
- situations where the collection, use, or disclosure is required or authorized by a statute or regulation of Alberta or Canada.

### **Collection, Use and Disclosure of Personal Information**

The CSPG Trust will limit its collection, use and disclosure of personal information to what is permitted or required by law and reasonably required for identified business and legal purposes. The CSPG Trust will not make intrusive inquiries into a donor or prospective donor's personal donation history or personal life. Where possible, the CSPG Trust will try to collect personal information directly from the person to whom the information pertains and will collect information from other sources only when necessary.

Unless otherwise permitted or required by applicable law, prior to the collection of personal information, the CSPG Trust will identify the purposes for which personal information is required and obtain consent from the individual for the collection, use and disclosure of the information. If new purposes for use or disclosure of the information arise, subject to the requirements of applicable law, the CSPG Trust will obtain further consent.

When you make an on-line donation through our website, credit card information is collected and sent to our payment partner, CanadaHelps, and will only be used in payment approval and processing. The CSPG Trust does not retain your credit card information. When you make a payment through CanadaHelps.org, you can decide what information you would like to provide to the charities you donate to, and have the option of remaining completely anonymous. For on-line donations, CanadaHelps will retain your personal information for the purposes of issuing an income tax receipt. More information on CanadaHelp.org's privacy policy is accessible at [www.canadahelps.org](http://www.canadahelps.org).

### **Accuracy and Completeness**

The CSPG Trust will make reasonable efforts to ensure that the personal information it collects is accurate, complete, and up-to-date. Donors are also encouraged to review their personal information periodically to ensure that it is correct.

### **Confidentiality**

The CSPG Trust will respect the privacy of its donors, and any donor records retained by the CSPG Trust will be kept confidential to the greatest extent possible, subject to applicable law.

### **Retention and Destruction**

The CSPG Trust will retain personal information for as long as is reasonable for business or legal purposes. Once this period has expired, the CSPG Trust will destroy personal information in a secure manner or the personal information will be made anonymous. If consent to the CSPG Trust's collection, use, disclosure, or retention of personal information is revoked, the CSPG Trust is permitted by law to continue to retain the information for as long as it is reasonable for business or legal purposes.

### **Security of Personal Information**

The CSPG Trust will use its best efforts to protect the confidential information and personal information in its custody or control and maintains appropriate physical, technical and organizational safeguards to protect against the unauthorized access, use and disclosure of the personal information of its donors.

### **Access to your Personal Information**

You are able to access your donor record by sending a written request to the CSPG Trust Privacy Officer. We will require sufficient information and detail to permit us to locate your record. The CSPG Trust will respond to such requests within the time period required by applicable law. All requests may be subject to any fees and disbursements that the law permits the CSPG Trust to charge, and, if appropriate, the CSPG Trust may require advance payment of a deposit or the entire costs of responding to a request for information.

The law provides that the CSPG Trust cannot disclose personal information where:

- the disclosure could reasonably be expected to threaten the safety of physical or mental well-being of another individual;
- the disclosure would reveal personal information about another individual;
- the disclosure would reveal the identity of an individual who has provided us with an opinion in confidence and this person does not want his or her identity known.

In addition, the law states that the CSPG Trust may choose not to disclose personal information in certain circumstances, including the following:

- the personal information is protected by legal privilege;
- the personal information was collected by the CSPG TRUST for an investigation or legal proceeding;
- the disclosure of the personal information might result in similar information no longer being provided to us when it was reasonable that it would be provided.

### **Requests for Corrections to Personal Information**

If you notice an error or omission in your personal information, you may challenge this by sending us a written request. We reserve the right to require sufficient detail about the error or omission so that we are able to properly locate and respond to it.

### **Changes to this Policy**

The CSPG Trust reserves the right to amend this Policy from time to time as required and without notice.

### **Further Information**

If you have a comment or concern about the CSPG Trust's privacy policy, please contact the CSPG Trust Privacy Officer at:

CSPG Trust  
600, 640 8 Ave. SW  
Calgary, Alberta Canada  
T2P 1G7

If you are dissatisfied with the way your personal information has been handled by the CSPG Trust, you may appeal in writing to the CSPG Trust's Board of Directors. If you are still dissatisfied, you may contact the Office of the Information and Privacy Commissioner of Alberta at:

410, 9925 - 109 Street  
Edmonton, AB T5K 2J8  
Telephone (780) 422-6860 or Fax (780) 422-5682