



PRIVACY POLICY

Habitat for Humanity Sarnia/Lambton respects the privacy of the personal information of our donors, volunteers, partner families, homeowner applicants, employees and other stakeholders, and adheres to all legislative requirements that pertain to its protection. We do not sell, trade, rent or in any way distribute personal information.

USE, STORAGE, RETENTION, AND DESTRUCTION OF INFORMATION

During the course of our various projects and activities, we gather and use personal information. We collect the information necessary to fulfill the stated purpose, whether an individual registers to volunteer, make a donation, request information (by mail or online), complete a survey, or other. These records are kept private and confidential information will be retained for as long as necessary for legal or audit reasons (e.g. donation records), or for statistical or purposes determined by HFHS/L. Paper documents containing personal information will be destroyed by shredding once they are no longer required. Electronic documents such as databases will be destroyed according to generally accepted procedures.

CONSENT

The information provided will be used for the stated purpose and to keep constituents periodically informed on HFHS/L activities including programs and services, funding needs, special events, and opportunities to volunteer or to give. By providing HFHS/L use of that information, including that already in HFHS/L's possession, for the stated purposes.

ACCESS TO INFORMATION

Only employees and authorized agents of Habitat for Humanity Sarnia/Lambton who are responsible for functions relevant to those activities, and other persons authorized by law (e.g. auditors, accountants) have access to the personal information we collect. All authorized agents (e.g. volunteers) who have access to personal information must complete and sign a privacy and confidentiality agreement.

REQUESTS FOR CHANGES TO CONTACT INFORMATION

Constituents may address questions and concerns, or request changes to their contact information, or to be removed from HFH/SL databases, in writing by e-mail to sreaume@habitatsarnia.org, by mail, or by telephone, to the attention of the Executive Director.

Changes will be effected within 30 days from receipt of such requests.

The HFH/SL web server automatically logs (records) the domain name and standard information about the operating system and web browser used by visitors, as provided by their web browser. This information is used for statistical purposes to help HFHS/L manage its site, but it does not identify visitors in any way.

Habitat for Humanity Sarnia/Lambton, through third party services uses Secure Socket Layer (SSL) encryption technology to ensure the integrity and privacy of the personal and credit card information provided by donors when they made an online donation or register for an event.

HABITAT FOR HUMANITY SARNIA/LAMBTON DOES NOT ISSUE REFUNDS OF DONATIONS.