

LOTTE & JOHN HECHT MEMORIAL FOUNDATION PRIVACY POLICY

Our Commitment to Privacy

The Lotte & John Hecht Memorial Foundation (the “**Foundation**”) is committed to protecting the privacy of individuals from whom it collects personal information. The Foundation values the trust of those it deals with, and recognizes that maintaining this trust requires transparency and accountability in how it collects, uses and discloses personal information.

“Personal Information” is any information that can be used to distinguish, identify or contact a specific individual. However, personal information does not include an individual’s business contact information and certain publicly available information, such as names, addresses and telephone numbers that are published in telephone directories.

The Foundation is committed to ensuring that all personal information which is collected, used or disclosed by it is done so in accordance with the following privacy principles:

1. Accountability

The Foundation is responsible for personal information under its control. Therefore, it has designated individuals who are accountable for its compliance with the privacy principles outlined in this Policy.

2. Identifying Purposes

The Foundation will identify the purposes for which it is collecting personal information from an individual at or before the time that such information is collected.

3. Consent

An individual’s consent is required for the collection, use and disclosure of personal information, except in limited circumstances. Consent can be either express or implied. It can be provided directly by the individual or by an authorized representative of the individual. Express consent can be given orally, electronically or in writing. An individual may limit or withdraw their consent to the collection, use or disclosure of their personal information at any time by contacting the Foundation.

4. Limited Collection

The Foundation limits its collection of personal information to that which is relevant and necessary. The Foundation collects information by fair and lawful means – for instance, it does not make unwarranted or intrusive inquiries into an individual’s personal life.

5. Limited Use, Disclosure and Retention

The Foundation will not use or disclose personal information for purposes other than those for which it was collected, except with an individual’s consent or as required by law. Personal information will be retained only as long as is necessary for the fulfillment of those purposes. If personal information is no longer required, it will be securely destroyed.

6. Accuracy

The Foundation relies on an individual to provide it with accurate personal information. The Foundation endeavours to maintain personal information as complete, accurate and up-to-date as possible. Individuals are encouraged to review, correct and update personal information by contacting the Foundation. Any updates or corrections will be processed as soon as possible.

7. Security Safeguards

Personal information which is collected by the Foundation will be protected by security safeguards appropriate to the sensitivity of the information. Foundation staff is authorized to access, use and disclose personal information based only on their need to deal with the information for the purposes for which it was collected.

Appropriate physical and electronic measures will be used by the Foundation to ensure that personal information is secure against loss, theft, unauthorized use, access, or copying. Access to records shall be limited to the staff members of the Foundation who require such information to fulfill their job responsibilities. The confidentiality of records shall continue after the Foundation's relationship with the individual has ended.

8. Openness

The Foundation will readily make available to individuals specific information about its policies and practices relating to the management of personal information. Individuals may request a printed version of this Policy by contacting the Foundation.

9. Individual Access

Individuals may access their personal information held by the Foundation, upon request. Individuals are able to review the accuracy and correctness of their personal information and have it amended as appropriate.

10. Compliance

The Foundation is committed to being accessible and addressing inquiries, comments or concerns. If an individual is concerned about the Foundation's compliance with this Policy, please contact the Foundation. The Foundation will investigate all complaints and take appropriate measures to address the situation.

Contact the Foundation with respect to this Policy at:

Lotte & John Hecht Memorial Foundation
#502 - 325 Howe Street
Vancouver, B.C. V6C 1Z7
Tel: 604-683-7575
Fax: 604-683-7580
E-mail: kmacdonald@hecht.org
Attention: Kate MacDonald, Privacy Officer

Further information on privacy and an individual's rights in regards to their personal information may be found on the website of the Information and Privacy Commissioner for British Columbia at www.oipc.bc.ca or:

Office of the Information and Privacy
Commissioner for British Columbia
PO Box 9038, Stn.Prov.Govt.
Victoria, B.C. V8W 9A4