



## Interim Place Privacy Policy

### What information we collect

Interim Place collects and uses personal information from donors that includes: name, amount donated, address, telephone number, donor comments and e-mail address. The Canada Revenue Agency requires Interim Place to keep contact information and contribution level of donors on file.

### How we use that information

Interim Place will never publish, sell, trade, rent or share names or contact information of donors (unless released for publication). Interim Place will use contact information (e-mail, telephone number and address) of donors for these purposes only:

- Distribute receipts for donations
- Thank donors for their donation
- Inform donors about upcoming fundraising and other activities
- Internal analysis and record keeping
- Reporting to relevant government agencies (these reports are not for public inspection)
- Contact donors about changes to this policy

Unless a donor explicitly chooses to remain anonymous, we will publicly recognize their donation. In all other cases the default is for staff and volunteers to assume all donations are to be publicly acknowledged unless the donor explicitly indicates otherwise. Comments given in donor forms may be used in promotional materials while comments sent to us via email, fax or telephone are kept strictly confidential.

### Financial information

All access to donor financial information is strictly limited to professional staff that needs to process those data. No such data are given to any person, organization or group who does not need to access those data. Interim Place offers donors the option to make their donation online through Canada Helps processing which has world class security and a strong reputation. Interim Place does not store, nor does it have access to, your credit card information, bank account numbers, or other account data submitted through Canada Helps.

### Contact us

If you have questions about this Donor Privacy Policy or if you wish to be removed from our e-mail/postal contact lists, then please email [effie@interimplace.com](mailto:effie@interimplace.com) or write to:

Interim Place  
P.O. Box 245  
Mississauga, ON L5G 2L8

Donations may also be sent directly to Interim Place at the address above.