

University Settlement Policy			
Subject:	Privacy Policy	Page:	1 of 2
Issued:	February 23, 2010	Effective:	February 16, 2010

POLICY STATEMENT/ PURPOSE

University Settlement is required to collect and use personal information which can include name, mailing address, email address, social insurance number, date of birth, banking and credit card information, amongst other things, from its members, clients and donors in order to provide services, to process payments and other transactions, to administer and maintain accounts, to process and deliver invoices and statements, to provide marketing materials, as well as other internal administrative functions.

University Settlement will not use personal information for any purpose other than identified in this Privacy Policy or as otherwise identified at or before the time of collection.

When visiting our website, University Settlement will collect the IP address, the computer's operating system, the browser type and language are automatically collected each time you use the Website. Moreover, the identity of the website visited prior to University Settlement's website will also be collected, as will the web request and the date and time of the visit and the site pages visited.

The website will also use cookies to keep track of activities and behavior while on the website. When visiting the website, one or more cookies – a small file containing a string of characters – will be sent to the visitor's computer that uniquely identifies the visitor's browser. Most browsers are initially set up to accept cookies, but can be reset to refuse all cookies or to indicate when a cookie is being sent. Refusing or deleting our cookies will still allow a visitor to use our website.

SCOPE

University Settlement is committed to protecting the privacy rights of all the individuals with whom it deals. University Settlement will take every step to maintain the confidentiality of your personal information. This Privacy Policy governs University Settlement's collection, use and/or disclosure of an individual's personal information.

GUIDELINES

Consent: University Settlement seeks written consent where appropriate (it will also accept oral consent). Sometimes, an individual's consent may be implied through his or her conduct with University Settlement. If, at any time, a new use of information is required, University Settlement will inform affected individuals and obtain consent.

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Limits for Collecting, Using, Disclosing and Retaining Personal Information:

University Settlement, unless required by law, does not collect, use or disclose personal information of individuals, except when it has obtained consent.

In all cases, University Settlement limits the amount and type of information collected to that which is required to provide and administer its services, and for marketing activities. University Settlement undertakes to keep all personal information it collects strictly confidential. All information that does not have a specific purpose or that no longer fulfills its intended purpose will be destroyed in a secure fashion. University Settlement will only retain personal information for the duration of its intended use or as otherwise required by law. University Settlement will only provide personal information to third parties on an "as needed" basis and provided that such third parties agree to be bound by this Privacy Policy.

From time to time, University Settlement may provide personal information to third parties including third parties who administer our services and third parties who may mail or email invoices, statements, newsletters and other material.

Security: University Settlement respects the privacy of its clients and employees and will protect that privacy as vigorously as possible. University Settlement stores personal information in electronic and physical files that are secure and to which access is restricted.

Updating Information: University Settlement makes every effort to keep personal information accurate, complete and current. University Settlement will update any changes to personal information when received. If University Settlement holds personal information about an individual which can be established by the individual to be inaccurate, complete and up-to-date, University Settlement will take reasonable steps to correct it.

Access: All individuals have access to their personal information when requested. University Settlement will respond to inquiries and/or objections within 30 days of notice. University Settlement will keep records of inquires and/or objections and will document their resolution. University Settlement will conduct all investigations in a timely, fair and impartial manner.

PROCEDURES/PROCESS

Accountability: University Settlement is accountable for all personal information under its care and control. University Settlement's Privacy Officer is designated as the person responsible for the Privacy Policy and for the personal information received by University Settlement. The Privacy Officer can be reached by email at privacy@usrc.ca, by phone at 416-598-3444 and by fax at 416-598-4401.

Any questions relating to University Settlement's handling of personal information should be directed to our Privacy Officer.

University Settlement

23 Grange Road, Toronto ON, M5T 1C3
Telephone: 416-598-3444 Fax: 416-598-4401
Website: www.usrc.ca



University Settlement

University Settlement

Consent Form

I, _____, _____, give consent to University
(client's first name) (client's last name)

Settlement staff and volunteers in the following department:

- | | | |
|---|---|--|
| <input type="checkbox"/> Daycare | <input type="checkbox"/> Language | <input type="checkbox"/> Out of the Cold |
| <input type="checkbox"/> Music and Arts | <input type="checkbox"/> Settlement and Social Services | |
| <input type="checkbox"/> Recreation | <input type="checkbox"/> Employment and Training | |

to the collection of my and/or my child(ren)'s _____ personal
(child's first name) (child's last name)

information and for its release to the various agencies listed below (as outlined in University

Settlement's Privacy Policy):

- | | |
|--|--|
| <input type="checkbox"/> community/social service agencies | <input type="checkbox"/> prospective employers (employment and training) |
| <input type="checkbox"/> government agencies | <input type="checkbox"/> shelters |
| <input type="checkbox"/> public schools | <input type="checkbox"/> other, _____ |

Client Signature: _____

Date: _____

Staff Signature: _____

Date: _____



 **TORONTO**