



Privacy Policy-Volunteers

At Nutrition for Learning (hereafter referred to as 'NfL'), we respect your privacy and take great care in protecting your personal information. This policy demonstrates our commitment to your privacy. Please read the following to see how your personal information is being protected.

A. Scope and Interpretation

This policy applies to NfL only. In this policy, we explain what personal information we collect, and how we use, share and manage it.

Personal Information

'Personal information' as used in this policy means information about an identifiable individual, such as your name, address, phone number(s) and emails.

This policy does not apply to the collection, use and disclosure of personal information by our nutrition programs with which we have a relationship. However, if we receive from such entities personal information, then this privacy policy will apply to our collection, use and sharing of that information.

What Personal Information is not

This policy does not cover non-personal information, which is information that does not identify you.

B. Consent

Unless permitted or required by law, NfL will not collect, use or share personal information without first obtaining consent. We will obtain consent when we want to use personal information for a new purpose or for a purpose other than those stated at the time of collection.

Consent can be expressed through words or by signing a document.

You may withdraw your consent for certain purposes. For example, you may choose not to receive:

- information addressed to you personally about volunteer needs, fundraising events or other activities hosted by NfL
- requests for participation in activities for research purposes

To withdraw or limit your consent, you can contact us directly at our office in Ayr. Please note that it may take some time for all of our records to reflect changes in your preferences.

C. How We Collect Personal Information

NfL collects personal information in a variety of ways.

Directly from you. You may provide personal information to us in person, by mail, over the telephone, by fax or in any other direct manner.

Through Technology. We may collect personal information through various technologies (e.g. email) directly from you or third parties (e.g. program Coordinators).

Social Media and other electronic means. We may collect personal information directly from you or through third parties. For instance, we may access personal information about you when you share information about yourself on social media networks and also when you interact with us electronically such as through our information technology systems, website, email, mobile applications and social media properties. For example, when you visit one of our social media sites, we may collect personal information that you choose to submit to us such as your name, contact information, opinions or any other information you choose to provide for the purposes of responding to an enquiry you have made, or for any other purpose disclosed to you at the time of the collection.

D. How We Use Personal Information-Purposes

We identify the purpose for which personal information will be used typically at or before the time the personal information is collected. Our use of personal information is limited to the purposes described in this policy. As new purposes may develop over time, we may update this policy.

NfL collects, uses and shares personal information for the following purposes, which involve, among other things, the activities described for each:

- To communicate with a Nutrition Program Coordinator regarding your volunteer placement;
- To relay information regarding NfL sponsored promotions and/or events that NfL reasonably believes may be of interest to you;
- To communicate with third parties which have participated in the coordination of your placement (e.g. secondary and post-secondary institutions);
- Taking or verifying instructions from you;
- Responding to your enquiries;
- Research purposes

E. Retention

How We Protect Personal Information

NfL strives to maintain appropriate physical, procedural, and technical safeguards so as to prevent loss, misuse, unauthorized access, disclosure, or modification of personal information in our custody. Our safeguards also apply to our disposal or destruction of personal information. We also seek to ensure that any personal information in our custody is as accurate, current and complete as necessary for the purposes for which we use that personal information.

Where and How Long We Keep Personal Information

We store, access and use personal information at our office in Ayr, Ontario. We actively retain personal information only as long as it is required for our relationship and a certain period of time afterwards to respond to queries, or as required by federal and provincial laws. When this period ends, personal information is scheduled for destruction according to our record retention policies. Depending on the nature of the personal information and the purpose for which it was collected, this schedule may vary.

F. Access and Dispute Resolution

NfL provides a right of access and review in accordance with applicable laws, and will endeavour to provide the personal information in question within a reasonable time. You will be asked for identification so that we may verify your identity before providing you with your personal information. If you require the documents in an alternative format, we will make reasonable efforts to provide you with your personal information in that format. If there will be charges for us to retrieve or provide you with specific information that you have requested, we will advise you of the charges that you would be responsible for and obtain your authorization before proceeding.

Our policy is to respond to access requests as required by applicable laws. NfL may decline access to personal information in certain circumstances. These include where the information requested would reveal confidential information or personal information about someone else, or if legal or regulatory requirements prohibit providing access or permit not providing access to such information.

If you are concerned about how we treat your personal information, please contact our office 519-624-5744, Volunteer Manager ext. 224 or Executive Director ext. 221