



PRIVACY POLICY STATEMENT

Evergreen Hospice is committed to protecting the privacy of the personal information of its employees, members, volunteers, clients, Board members and other stakeholders.

We value the trust of those with whom we deal and of the public and recognize that maintaining this trust requires that we safeguard the personal information you choose to share with us.

During the course of program delivery, various projects and activities, we frequently gather and use personal information. Anyone from whom we collect such information should expect that it will be carefully protected and that any use of or other dealing with this information is subject to consent. Our privacy policies are designed to achieve this.

DEFINITION OF PERSONAL INFORMATION

Personal information is any information that can be used to distinguish, identify or contact a specific individual. Such information may include the individual's home address, age, education and income. Personal Information does not include business contact information and certain publicly available information –such as names, addresses and telephone numbers published in telephone directories.

Where an individual uses his or her home address as business contact information as well, we consider that the contact information provided is business contact information and is not, therefore, subject to protection as personal information.

PRIVACY PRACTICES

Personal information gathered by our organization is kept in confidence. Evergreen Hospice uses personal information only for the reason (s) for which it is provided. We collect, use and disclose personal information only for the purposes that a reasonable person would consider appropriate in light of the circumstances.

Safeguards are in place to ensure that the information is disclosed only as necessary to achieve the purpose for which it was gathered. We take measures to make certain that the integrity of the information collected is maintained and to prevent information being lost or destroyed.

In this regard, staff, volunteers and others associated with Evergreen Hospice are bound by Confidentiality Agreements.

It is the policy of Evergreen Hospice not to sell or share information about its employees, members, donors, volunteers or clients with third parties.

SURVEYS

At times, Evergreen Hospice may conduct surveys of its members, donors or volunteers. Should you choose to participate in such surveys, we will use the information you provide to better understand your needs as a member, donor or volunteer of Evergreen Hospice.

UPDATING OF PRIVACY POLICY

Evergreen Hospice will review its Privacy Policy and privacy practices periodically. Evergreen Hospice reserves the right to change this Privacy Policy at any time. Please check our website for information on our most up to date policy.

CONTACT INFORMATION

Inquiries relating to the Evergreen Hospice Privacy Policy or the treatment of personal information should be directed to the following:

In writing: Privacy, Evergreen Hospice
6060 Highway 7
Markham, ON L3P 3A9

By telephone: 905.472.5014

E-mail: privacyofficer@evergreenhospice.org