

Galiano Conservancy Association Confidentiality Policy

Approved: Board of Directors: Date: November 11, 2007

The Conservancy is committed to protecting the privacy of the personal information of its donors, volunteers and other stakeholders. The Conservancy values the trust of those it deals with, and of the public, and recognizes that maintaining this trust requires transparency and accountability in the Conservancy's treatment of personal information that it receives.

The Conservancy commits to respecting a donor's right to anonymity, subject to the following necessary limitations:

- Records, as required by Revenue Canada for charitable receipting purposes, are maintained by the Conservancy office. Access to these records is restricted to the Book-keeper, Treasurer and Accountant (the latter, as part of the annual financial review or special audits).
- The Conservancy will comply with any legal obligation to disclose the names of donors and the nature and value of their gifts. (For example, obligations that may arise under the *Income Tax Act*, the *Freedom of Information and Protection of Privacy Act* or other relevant statutes.)
- The identity of a donor requesting anonymity may be provided to the Board of Directors on an oral basis if the Board so requests. Such information is privileged and neither appears in the minutes of the meeting nor may be used by Board members or officers outside the meeting of the Board of Directors.

The Conservancy advises prospective donors that their names, and the nature and amounts of their gifts, will be disclosed only as above, unless the donor and Conservancy agree otherwise (for example, for recognition purposes).