

OUR MANITOBA METIS HERITAGE FUND INC. PRIVACY STATEMENT

The Board of Directors of the Manitoba Métis Heritage Fund Inc. (the “Fund”) is committed to protecting the privacy of its donors, customers, clients, volunteers, employees, and members, (our “Constituents”) and has always been concerned with treating personal information carefully and with appropriate confidentiality.

The Fund follows the requirements of the applicable laws of Canada and any Province or Territory in which it conducts its activities. It also follows the principles of the Canadian Standards Association Model Code for the Protection of Personal Information to ensure that all personal information is properly collected, used only for the purposes for which it is collected, and is disposed of in a safe and timely manner when no longer required.

The Fund carries on certain charitable works in Western Canada, and intends to actively grow and develop those activities in support of the stated purposes of the Fund, including the relief of poverty, the advancement of education, the benefit of communities, all in the interests of the Métis People. The Fund cannot carry out these good works without the support of generous supporters. We value our donors’ trust and recognize that maintaining this trust requires that we be open and accountable in our treatment of the personal information that is shared with us. The Fund does not trade, rent or sell the names of our Constituents.

Fundamental Principles

The following principles reflect our pledge to safeguard our Constituents’ personal information:

1. We are accountable for your personal information.

We are responsible for all personal Constituent information in our possession.

Personal information is any information that serves to distinguish, identify or contact a specific individual. However, information that is publicly accessible is not considered personal information (e.g. information found in a telephone directory) and, therefore, is not subject to privacy laws or Fund policies regarding personal information.

We keep our donors’ personal information in strict confidence.

Personal information is only used for specifically identified or reasonable purposes, and only authorized individuals within the Fund who have valid reasons have access to personal information. All professional fundraising staff with access to personal donor information are required to sign a privacy and confidentiality statement and to abide by Fund privacy and confidentiality policies at all times.

Where we choose to have certain services, such as data processing, provided by third party providers, we select the service providers carefully. We take all reasonable precautions to ensure that the service provider protects Constituent personal information.

2. We collect, store, use and disclose personal information only for certain purposes that we identify to you.

The Fund will collect personal information through hard copies and electronically, as applicable.

Personal information is maintained by the Fund at 150 Henry Avenue, Winnipeg, MB, R3B 0J7. The Fund is committed to the protection of your personal information and employs a number of physical, organizational, and technological safeguards to protect personal information. We make every reasonable effort to prevent any loss, misuse, improper disclosure, or modification of personal information, as well as any unauthorized access to personal information.

The Fund captures, uses or discloses personal information during membership and fundraising campaigns only to:

Administer your donation - Ask you to renew your support for our works - Respond to your information requests

Know who our donors are - Send you literature about Fund programs - Invite you to recognition and information sessions - Comply with any legal and/or regulatory requirements - Thank you for your support

We obtain personal information about you lawfully and fairly. Personal information is collected from you directly unless you authorize us to collect it from elsewhere.

Personal information collected will be limited to that required for the purposes identified.

3. We obtain your consent.

We collect, use or disclose your personal information with your consent.

Your permission may be expressed orally, in writing or may be implied, and you may give it to us orally, electronically or in writing. The Fund may disclose personal information when we believe in good faith that the law requires it.

Regularly, you will be given opportunities to opt out of receiving communication materials from us or you may choose to do so by contacting the Fund at 150 Henry Avenue, Winnipeg, MB, R3B 0J7 or by email at mmhf@mmf.mb.ca.

4. We limit the collection of your personal information.

The Fund will limit its collection of personal information to what is required for the purposes identified by us. We obtain personal information about you lawfully and fairly.

5. We limit the use, disclosure and retention of personal information.

Personal information will not be used or disclosed for purposes other than those for which it was collected, except with your consent or as required by law. Personal information will be retained only as long as necessary for fulfillment of those purposes. When we destroy personal information, we will use safeguards to prevent unauthorized parties from gaining access to that information during the process.

The Fund does not trade, rent or sell any personal information to third parties.

The Fund's Web pages (will) contain online forms that allow visitors to make a donation. The personal and credit card information provided on these forms (will be) used only to process these donations. Online donations to the Fund may be processed through a third party. The security and privacy policies of such third party (will be) available by clicking on the "Privacy Policy" link on the online donation form Web page.

6. Accuracy of your personal information

The Fund is committed to maintaining accurate, complete and up-to-date personal information as is necessary for the purposes for which it is to be used.

We rely on our Constituents to provide us with accurate personal information. To change or modify any personal information previously provided to the Fund, write to the Fund at: 150 Henry Avenue, Winnipeg, MB, R3B 0J7, or send us an email at mmhf@mmf.mb.ca.

7. We safeguard your personal information

Your personal information is protected with security safeguards appropriate to the sensitivity of the information.

Access to your personal information is restricted to authorized individuals within the Fund who have valid reasons to access to personal information.

We maintain appropriate technical and organizational safeguards to protect your personal information against loss, theft, unauthorized access, disclosure, copying, use or modification.

We use password protocols and secure Websites to protect the personal information we receive when an online donation is made. Our software is routinely updated to maximize protection of such information.

8. We will be open about our privacy practices

The Fund will make readily available to you specific information about our policies and practices relating to the management of personal information. You may request a print version of our Privacy Policy by contacting the Manitoba Métis Heritage Fund Inc., 150 Henry Avenue, Winnipeg, MB, R3B 0J7, or send an email to mmhf@mmf.mb.ca.

9. We allow you to access your personal information

You may ask us whether we hold any personal information about you. You can see that information and ensure that it's accurate by contacting the Fund at 150 Henry Avenue, Winnipeg, MB, R3B 0J7, or send an email to mmhf@mmf.mb.ca.

10. You may register a complaint

You may register a privacy-related complaint by contacting the Fund at 150 Henry Avenue, Winnipeg, MB, R3B 0J7, or send an email to mmhf@mmf.mb.ca. We will investigate all complaints. If a complaint identifies a gap in compliance, we will take appropriate steps to remedy the situation, including changing our policies and practices if necessary.

NOTE: Personal information relating to volunteers, job applicants, employees and clients are subject to protocols similar to those relating to donors.

11. Contacting the Fund

Questions, comments and concerns regarding the handling of personal information may be directed to the Fund at 150 Henry Avenue, Winnipeg, MB, R3B 0J7, or send an email to mmhf@mmf.mb.ca

If you wish to limit or opt-out of future contact by the Fund, please write to the Fund at: 150 Henry Avenue, Winnipeg, MB, R3B 0J7, or send an email to mmhf@mmf.mb.ca.

12. Consent

By signing this Registration Form, you are agreeing to the Fund collecting, storing, using and disclosing your personal information in accordance with the aforementioned principles. The Fund may share your personal information from time to time with other charitable and non-profit organizations including, but not limited to, the **Manitoba Métis Federation Inc. (the "MMF")**. By signing this Registration Form you are consenting to receiving contact, including but not limited to, email messages, from such other organizations including, but not limited to, the MMF. Unless and until advised to the contrary by you, we will assume your consent to continue to store, use, and where applicable, disclose personal information that we have already collected for the purpose for which the information was collected. You may withdraw your consent to the use and disclosure of personal information at any time as aforesaid, unless the personal information is necessary for the Fund to fulfill its legal obligations.