



PRIVACY POLICY

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Reviewed by: LFNP Contributors

Time to Read: 8 minutes

This Fact Sheet provides details about the important factors for a non-profit to consider in drafting its privacy policy.

Privacy laws protect individuals' personal information. To comply with privacy law, non-profits that collect personal information such as names, addresses, and birth dates, must take steps to protect this information.

A best practice for legal compliance is for non-profits to have a privacy policy. A good privacy policy covers how a non-profit will collect, use, disclose, and retain (keep) personal information.

Collect	Use	Disclose	Retain
<p>Collect means to gather information.</p> <p>Personal details are gathered in a variety of ways:</p> <ul style="list-style-type: none"> ● Phone ● Fax ● Mail ● Email ● Social media ● Online ● In person <p><i>*Clearly identify possible methods of collection in a privacy policy.</i></p>	<p>Personal information may only be collected and used for the reason(s) it was collected.</p> <p>If collecting details for a membership contact list, do not use those details for marketing purposes.</p> <p><i>*Describe the purpose for collecting and using personal information in a privacy policy.</i></p>	<p>Disclose means to make personal details available to another person or organization.</p> <p>Non-profits must not disclose personal details for purposes other than it was collected without consent.</p> <p><i>*List the circumstances where personal information may be disclosed in a privacy policy.</i></p>	<p>Retain means to keep/store.</p> <p><i>*Include rules in a privacy policy for how personal details are kept and for how long.</i></p>



A privacy policy should clearly state that it applies to all the non-profits' directors/board members, workers (employees and contractors), volunteers, and the people it serves.

Non-profits should provide training on its privacy policy to its staff, directors/board members, and other volunteers. Training means teaching people about the rules. From a privacy perspective, training means ensuring people are aware and understand their obligations under the policy.