



PRIVACY POLICY	Approved by the Board: February 9, 2022
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The Foundation of Greater Montreal (“**FGM**” or “**we**”) is a community foundation and charitable organization dedicated to the development and well-being of its community. In collaboration with its partners, it mobilizes philanthropic resources, disseminates knowledge, catalyzes initiatives, and supports the community in advancing the Sustainable Development Goals (SDGs) in Greater Montreal (“**mission**” of the FGM).

The purpose of this privacy policy (the “**Policy**”) is to explain how the FGM processes and protects the personal information of individuals (or “**you**”) who interact with the FGM, including fund creators, donors, partners, individuals who visit or use the websites operated by the FGM (including [imakeanonlinedonation](#) and [Accès Fonds](#)), as well as other digital platforms used by the FGM (collectively, “**Digital Platforms**”). By “**personal information**,” we refer to any information that relates to an individual and allows him or her to be identified.

The FGM values its relationship with you and is committed to taking all appropriate measures to ensure the security and confidentiality of your personal information.

The processing of your personal information is based on your consent under applicable laws. At any time, and subject to these, you may contact us to withdraw your consent for the FGM to use your personal information. In this case, consequently, the FGM may no longer be able to offer you all available services.

1. COLLECTION

As part of our mission and to comply with the legislative obligations to which we are subject, including the *Proceeds of Crime (Money Laundering) and Terrorist Financing Act*, etc., we are required to collect certain information about individuals, particularly for identification purposes. The collected information includes, but is not limited to:

- first and last name;
- preferred name;
- date of birth;
- language of correspondence;
- home address;
- telephone number;
- e-mail;
- occupation;
- philanthropic interests;
- valid photo identification;
- banking information and amount of money donated to the FGMtl;
- information you submit through our website, email, telephone or social media channels;
- information automatically collected when you use our digital platforms.



Updating your information is your responsibility.

2. USAGE

We collect and use personal information primarily for operational, donor relations, and legal purposes, such as to:

- contact you or a person designated by you;
- set up one or more databases with your contact details;
- identify the public who engage with us;
- conduct due diligence should you wish to open a fund at the FGM (background check, online search, business registry, Industry Canada, etc.);
- set up a user account on a platform, if applicable;
- manage your transactions with our partners and service providers;
- publish our annual reports;
- promote the FGM, your fund, or you as a fund creator, donor, or partner;
- improve our services;
- compile statistics.

3. COMMUNICATIONS

Our staff, management, and volunteers may have access to your personal information in order to carry out their work, mandate, or mission. Some of our service providers may also have access to your personal information and may host their data outside of Quebec. These third parties are required to comply with applicable laws to ensure the security of your personal information.

Subject to this policy and applicable laws, we will not otherwise disclose your personal information without your consent. Depending on the purpose of the personal information you provide to us, we may obtain your consent in several ways, including, but not limited to, through a communication addressed to us or a signed form from you. We do not sell or distribute your personal information.

At all times, we commit to communicating only what is necessary, relevant, and reasonable.

4. CONSERVATION

The FGM uses and retains your personal information, collected in a reasonable manner, for as long as necessary to carry out our mission, considering our various obligations.

At all times, the FGM uses reasonable security measures to ensure the protection of your collected, used, disclosed, retained, or destroyed personal information, in respect to its sensitivity, purpose, quantity, distribution, and medium. Despite all our efforts, the FGM cannot 100% guarantee the protection of your personal information: unencrypted communications transmitted online are not safe from data theft.



Your personal information will be conserved for as long as needed, depending on how it is used. If we need to retain your personal information, we retain only what is necessary, while de-personalizing your data, to the extent possible. Otherwise, personal information is destroyed. In certain cases, you may be asked to provide a statement confirming that you have entrusted us with your personal information.

5. CHANGES TO THE POLICY

This Policy may be changed without notice to comply with applicable laws or to reflect our practices.

6. CONTACT US

At any time, subject to applicable laws and the extent of our control, you may contact us to change, access, or update your personal information.

The FGM reserves the right to request proof of identity when responding to your request. A nominal fee may apply.

Questions regarding personal information or this Policy should be directed to:

The Foundation of Greater Montreal

[Corporate Secretary](#)

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Email: legal.affairs@fgmtl.org

Telephone: (514) 866-0808, ext. 110