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### 8.3 DONATION & PRIVACY POLICY

#### Donation Policy

Spending of funds is confined to Quinte Youth For Christ (Youth Unlimited) approved programs and projects. Any undesignated donations will be used where most needed. Every designated donation towards an approved program will be used as with the understanding that when the need for such a program has been met, or cannot be completed for any reason as determined by the YFC board of directors, the remaining contribution will be used where most needed.

#### Privacy Policy

Quinte Youth For Christ (Youth Unlimited) is committed to protecting the privacy of its partners, supporters and employees. YFC may gather the following personal information: name, address and other contact information, credit card or bank account information for donation purposes and to keep you informed and up to date on the activities of YFC, including programs, special events, funding needs, opportunities to volunteer or to give. Personal information gathered is kept in confidence. Only YFC staff are authorized to access personal information based only on their need to deal with it for the purpose it was obtained. Safeguards are in place to ensure that personal information is not disclosed or shared outside the purpose for which it was collected. The information is kept only as long as it is needed and is not used, sold or rented to other organizations.

The definition of "personal information" is information about an identifiable individual as defined in applicable Canadian (including federal, provincial and territorial) privacy legislation. In general, personal information is any information that can be used to distinguish, contact or identify a certain individual. The information may include an individual's opinions or beliefs, as well as facts about or related to the person. Exceptions usually not considered personal information are business contact information and certain publicly available information, such as names, addresses and telephone numbers published in telephone directories.

If at any time you wish to be removed from any of these contacts simply call our office by phone at 613-969-0471 or by email at [info@qyfc.com](mailto:info@qyfc.com) and we will gladly accommodate your request.