

# Gaden Relief Projects

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## DONOR PRIVACY POLICY DOCUMENT

### **Rationale and Purpose:**

This policy document is intended to ensure that Gaden Relief project coordinators and volunteers respect the privacy of donors. Besides the ethical reasons for wanting to protect donor privacy there is now in Canada a legal requirement to do so when the Personal Information Protection and Electronic Documents Act (PIPEDA) came into force for private organizations in 2004.

### **Who Knows What?**

When a donor makes a donation to Gaden Relief Projects, the GRP is aware of the donor's identity and how much was donated and when. The Coordinator also acts as the organization's treasurer and is responsible for keeping the financial records and for preparing the year-end financial statements.

The Project Coordinators may or may not know the donor's identity and donation details depending on how the donation was made. Project Coordinators know the donor's identity and donation amount when donations are made directly to the individual projects. When donations are made centrally either via the Gaden Relief website ([www.gadenrelief.org](http://www.gadenrelief.org)) or by mail to the central Gaden Relief mailing address (637 Christie St., Toronto, Ontario, Canada), the Project Coordinators are not necessarily informed of the individual donation details; but in the course of normal operation it often happens that the PCs come to know about these donations as well. It seems impractical to try to shield that information from the PCs; otherwise the running of GRP would be cumbersome. At present there are three main projects with individual Project Coordinators: Zadoh, Mongolia, and Zangskar.

The Spiritual Director of GRP is often informed of donations, especially those coming from his students. The SD is actively involved in fundraising for GRP and frequently collects cheques and cash donations to hand over to either the GRP Coordinator or to Project Coordinators for deposit.

Finally, individual volunteers who are involved in fundraising events or who act as receivers of money with the implicit consent of the donor (usually in a face-to-face setting), will know who the donor and the donation details.

Because online credit card donations are processed through Canada Helps ([www.canadahelps.org](http://www.canadahelps.org)), unknown Canada Helps personnel may be aware of donations. For more details on GRP's website and online donation privacy policy see [www.gadenrelief.org/privacy.html](http://www.gadenrelief.org/privacy.html).

In the case of donations by Australian and U.S. residents to Gaden's Relief's health projects, online donations are processed by Gaden Relief's Australian partner, the Benevolent Organization for Development, Health and Insight (BODHI) and its U.S. branch, BODHI USA. BODHI personnel in Australia or the United States will be aware of these donations in the natural course of processing

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*Web:* [www.gadenrelief.org](http://www.gadenrelief.org)      *Email:* [grp@gadenrelief.org](mailto:grp@gadenrelief.org)

the donations. In addition, BODHI and its U.S. branch will issue tax receipts for those donations and will record and keep track of names and addresses of donors as required by Australian and U.S. laws.

Apart from the above mentioned GRP personnel, no one else is allowed to see the donation records. The Gaden Choling account does not receive detailed donation or deposit records, only summary data. The physical records are maintained at the premises of GRP Coordinator's place of business at 361 Hwy 47, Goodwood, Ontario, Canada, under lock. The GRP webserver is maintained on the same site.

**Policy:**

1. Gaden Relief Projects and its designates will make every reasonable effort to comply with the legal requirements of the Personal Information Protection and Electronic Documents Act (PIPEDA).
2. The Spiritual Director, the GRP Coordinator, and the Project Coordinators will not divulge any information about donors or donations to anyone, except those within this group, on a "need-to-know" basis.
3. Other GRP volunteers who are required to receive donations will be instructed to keep donors identities and donation details private, and will hand that information over to the Project Coordinators or the GRP Coordinator.
4. When a donor expresses a wish to publicize his or her donation to the broader volunteer community or to the general public, the GRP Coordinator or the Project Coordinators will approve the release of donation information on a case-by-case basis. Such approval to release information cannot be generalized in any way.