

Privacy Policy

Effective date: July 14, 2026

1. Introduction and Purpose

Artspiration Foundation is a not-for-profit organization that supports girls ages 8–18 through programs focused on confidence, creativity, wellness, financial literacy, career readiness, and stronger communication with parents and caregivers.

This Privacy Policy explains how Artspiration Foundation collects, uses, discloses, stores, protects, and retains personal information when you visit our website, participate in our programs, register for events, communicate with us, or otherwise interact with us.

We are committed to protecting privacy, using personal information responsibly, and maintaining appropriate governance, financial controls, conflict-of-interest safeguards, accessibility practices, and data protection policies.

This Privacy Policy should be read together with our Terms of Use at artspirationfoundation.org, Accessibility Policy at [insert URL], and any program-specific consent forms or notices provided to participants, parents, caregivers, donors, volunteers, or partners, including the Parent/Guardian Consent Form for Minor Volunteers. Artspiration Foundation operates in Canada and is committed to complying with applicable Canadian privacy laws, including the Personal Information Protection and Electronic Documents Act (PIPEDA), Canada's Anti-Spam Legislation (CASL), and applicable Ontario privacy requirements.

2. Key Definitions

For this Privacy Policy:

1. **"Artspiration Foundation," "we," "us," or "our"** means Artspiration Foundation.
2. **"Personal information"** means information about an identifiable individual. This may include name, contact information, date of birth, demographic information, donation information, program participation information, communications with us, photographs or media where consent has been provided, and technical information that can reasonably identify a person.
3. **"Sensitive personal information"** means personal information that may require extra protection because of its nature or the context in which it is collected. This may include information about children or youth, health or wellness-related information, accessibility needs, financial information, identity documents, or information about family circumstances.
4. **"Processing"** means collecting, using, storing, accessing, transferring, disclosing, retaining, deleting, or otherwise handling personal information.
5. **"Participant"** means an individual who attends, registers for, applies to, or participates in our programs, events, conferences, workshops, cohorts, or related activities.
6. **"Parent or caregiver"** means a parent, legal guardian, caregiver, or other authorized adult who registers a minor participant, communicates with us about a participant, or provides consent where required.
7. **"Service provider"** means an external organization or individual that provides services to us, such as website hosting, payment processing, email distribution, event registration, analytics, cloud storage, accounting, professional advice, or program administration.
8. **"Not-for-profit organization"** means an organization that operates for purposes other than profit distribution and applies its resources toward its stated mission and activities.

3. Scope of this Policy

This Privacy Policy applies to personal information we collect through:

1. Our website and online forms.
2. Program, event, conference, and cohort registration.
3. Newsletter, email, and other communications.
4. Volunteer, speaker, mentor, sponsor, and partner interactions.
5. Surveys, feedback forms, testimonials, and impact measurement.
6. Social media, where we receive personal information directly from you.
7. Any other interaction where this Privacy Policy is provided or referenced.

This Privacy Policy does not apply to third-party websites, platforms, or services that we do not control, even if they are linked from our website.

4. Governance and Accountability

Artspiration Foundation is responsible for personal information under its control. The Board is required to adopt, maintain, and annually review policies that guide the organization's affairs, including privacy and data

protection, accessibility, safeguarding and child protection, conflict of interest, financial controls, whistleblower, equity, diversity and inclusion, and health and safety policies.

We may designate a privacy contact or officer to support compliance, respond to access requests, and address privacy questions or complaints.

Privacy contact:

Email: Info@artspirationfoundation.org

Mailing address: 2800 Skymark Ave Suite 203 Mississauga, On, Canada L4W 5A6

Attention: Executive Director

5. Personal Information We Collect

We collect only the personal information reasonably necessary for our programs, operations, fundraising, governance, legal compliance, and website administration.

5.1 Information You Provide Directly

We may collect:

1. **Contact information**, such as name, email address, phone number, mailing address, and preferred communication method.
2. **Participant information**, such as age, date of birth, grade, school, interests, program preferences, attendance, registration details, volunteer interests, availability, role preferences, skills, written responses, interview notes, emergency contact information, and relevant accessibility or health and safety information where provided.
3. **Parent or caregiver information**, such as name, relationship to participant, contact information, consent confirmations, and communications with us.
4. **Volunteer, mentor, speaker, or partner information**, such as qualifications, biography, organization, role, availability, screening information where applicable (including orientation, training, references, interviews, or Vulnerable Sector Check status depending on the role), and communications.
5. **Financial or transaction information**, where required for donations, refunds, reimbursements, sponsorships, grants, or payments.
6. **Feedback and survey responses**, including program evaluations, testimonials, comments, photos, videos, or stories where submitted.
7. **Communications**, including emails, messages, inquiries, complaints, or requests sent to us.
8. **Media and likeness content**, including photos, videos, audio recordings, quotes, stories, written reflections, artwork, project work, testimonials, and social media handles (if voluntarily provided), where media consent has been given.

5.2 Information Collected Automatically

When you use our website, we may automatically collect technical information, such as:

1. IP address.
2. Browser type and device information.
3. Operating system.
4. Pages visited.
5. Date and time of visit.
6. Referring website.
7. Approximate location based on IP address.
8. Cookie and analytics data.

5.3 Information from Third Parties

We may receive personal information from third parties where permitted by law or with appropriate consent, including:

1. Parents, caregivers, schools, community partners, or referral organizations.
2. Payment processors.
3. Event registration platforms.
4. Grantors, sponsors, or program partners.
5. Publicly available sources, where relevant to donor, volunteer, or partnership activities.

6. Information About Children and Youth

Because Artspiration Foundation's mission includes supporting girls ages 8–18, we take additional care when handling information about minors.

Where required or appropriate, we seek consent from a parent or legal guardian before collecting, using, or disclosing personal information about a minor. We may also seek the participant's own consent or assent in a manner appropriate to their age, maturity, and the context.

For children under 13 years of age, we will obtain verifiable parental or legal guardian consent before collecting, using, or disclosing their personal information, in accordance with applicable privacy law and guidance from the Office of the Privacy Commissioner of Canada. Minors should not share personal contact information, location data, or other sensitive information with us without parental or guardian supervision.

We do not knowingly collect more personal information from children or youth than is reasonably necessary for registration, safety, participation, communications, program delivery, accessibility, safeguarding, screening, evaluation, emergency response, or legal compliance.

7. How We Use Personal Information

We may use personal information for the following purposes:

1. To operate our website.
2. To register participants for programs, events, conferences, cohorts, or workshops.
3. To deliver programs and services, including the Just Me Conference, Career Pathways Cohort, and other confidence-building, career exploration, communication, creativity, wellness, financial literacy, and career readiness activities.
4. To communicate with participants, parents, caregivers, donors, volunteers, mentors, speakers, partners, and website users.
5. To provide accessibility accommodations or support needs.
6. To support participant safety, safeguarding, emergency response, and incident management.
7. To maintain accounting records and comply with financial controls.
8. To administer grants, funding agreements, reporting obligations, and funder requirements.
9. To send newsletters, updates, event invitations, fundraising communications, or other electronic messages where permitted by law.
10. To respond to inquiries, requests, complaints, or feedback.
11. To evaluate, improve, and report on our programs and impact.
12. To recruit, screen, manage, train, supervise, schedule, and communicate with volunteers, mentors, advisors, staff, officers, directors, and committee members, including processing volunteer applications, determining eligibility, onboarding, assigning roles, and confirming volunteer hours.
13. To maintain organizational records, including member, director, officer, board, committee, accounting, and governance records.
14. To protect our organization, website, users, participants, staff, volunteers, and community.
15. To comply with legal, regulatory, contractual, insurance, governance, audit, funding, and reporting obligations.
16. To administer screening processes, including orientation, training, references, interviews, or Vulnerable Sector Checks for volunteer and other roles where appropriate for safeguarding purposes.

8. Consent

We collect, use, and disclose personal information with consent, unless otherwise permitted or required by law. Consent may be express or implied, depending on the circumstances and the sensitivity of the information. For example, you may provide express consent by completing a registration form, signing a consent form, subscribing to emails, or agreeing to media use.

You may withdraw consent at any time by providing written notice to Artspiration Foundation, subject to legal, contractual, safety, safeguarding, program, insurance, reporting, governance, funding, or recordkeeping requirements. Withdrawal of consent applies going forward and does not affect actions already taken before we received your withdrawal request. If you withdraw consent, we may not be able to provide some services, complete registration, communicate about programs, or allow participation in certain activities.

9. Communications and Anti-Spam Compliance

We may send electronic communications, including:

1. Program notices.
2. Event updates.
3. Registration confirmations.

4. Newsletters.
5. Fundraising appeals.
6. Volunteer or partner communications.
7. Administrative messages.

Where Canada's Anti-Spam Legislation (CASL) applies, we send commercial electronic messages only with consent or where otherwise permitted by law. Commercial electronic messages will identify the sender, include contact information, and provide an unsubscribe mechanism unless an exemption applies. You may unsubscribe from marketing or promotional emails by using the unsubscribe link in the message or contacting us at Info@artspirationfoundation.org. We will process unsubscribe requests within 10 business days, as required by CASL. We may still send transactional, administrative, safety-related, or legally required messages where permitted by law. Administrative communications necessary for program operation, volunteer coordination, safety updates, and legal compliance cannot be opted out of while you remain an active participant, volunteer, or registrant.

10. Cookies and Tracking Technologies

Our website may use cookies, pixels, analytics tools, logs, and similar technologies to:

1. Operate and secure the website.
2. Remember user preferences.
3. Understand website traffic and performance.
4. Improve content and user experience.
5. Measure communications or campaign effectiveness.
6. Detect, prevent, and investigate misuse or technical issues.

You can usually adjust your browser settings to block or delete cookies. Some website features may not function properly if cookies are disabled.

We may use third-party analytics or hosting services that process technical data on our behalf. We use technology platforms including Google Forms, email services, cloud storage, scheduling tools, survey tools, and volunteer management tools. These third parties may process information outside Canada, depending on their systems and service locations.

11. Disclosure of Personal Information

We do not sell personal information.

We may disclose personal information where reasonably necessary for the purposes described in this Privacy Policy, including to:

1. Service providers that help us operate our website, manage registrations, store data, send emails, conduct analytics, provide accounting support, or administer programs.
2. Parents, caregivers, or emergency contacts, where appropriate for participant safety or program administration.
3. Schools, community partners, sponsors, mentors, speakers, facilitators, program sites, event venues, or program partners, where necessary for program delivery and with appropriate safeguards.
4. Funders or grantors, where required for funding applications, reporting, audits, outcomes measurement, or agreement compliance.
5. Professional advisors, including legal, accounting, audit, insurance, or governance advisors.
6. Government, regulatory, law enforcement, child protection, or public authorities, where required or permitted by law.
7. Insurers, where necessary for claims, coverage, certificates of insurance, or risk management.
8. Screening providers, including organizations that conduct Vulnerable Sector Checks or other background screening where required for volunteer or other roles.
9. Another organization in connection with a lawful restructuring, transfer of activities, collaboration, or similar transaction, subject to appropriate safeguards.

We require service providers to protect personal information and use it only for authorized purposes.

12. Third-Party Websites and Platforms

Our website may link to third-party websites, social media platforms, donation platforms, registration tools, video platforms, payment processors, or partner sites.

We are not responsible for the privacy practices, content, accessibility, security, or policies of third-party websites or platforms that we do not control. You should review the applicable privacy policy before providing personal information to a third party.

13. Data Security

We use reasonable administrative, technical, and physical safeguards to protect personal information against loss, theft, unauthorized access, disclosure, copying, use, modification, or disposal.

Safeguards may include:

1. Access controls.
2. Password protection.
3. Secure storage systems.
4. Limited access based on role.
5. Staff, volunteer, and service provider confidentiality expectations.
6. Financial controls and approval procedures.
7. Segregation of duties and timely reconciliations for financial matters.
8. Board-approved privacy and data protection policies.
9. Safeguarding and child protection procedures.

No website, email system, or electronic storage system is completely secure. Users should avoid sending highly sensitive information by unencrypted email unless necessary.

Volunteers, staff, service providers, and others with access to personal information are expected to maintain confidentiality. Confidentiality obligations continue after the volunteer or service relationship ends.

If a breach of security safeguards involving personal information occurs that creates a real risk of significant harm to an affected individual, we will report and notify the breach in accordance with applicable law, including PIPEDA, and will keep records of breaches as required. Where required or appropriate, we will notify affected individuals and relevant authorities and take reasonable steps to mitigate the risk of harm.

14. Retention of Personal Information

We retain personal information only as long as reasonably necessary for the purposes for which it was collected, or as required for legal, accounting, audit, insurance, governance, safety, funding, or reporting purposes.

Artspiration Foundation maintains corporate records, including governance records, registers, minutes, resolutions, and adequate accounting records. Grant-related financial and program records are retained for at least seven years following the later of the end of the fiscal year to which they relate or the end of the funding agreement term, unless a longer period is required by the funder.

When personal information is no longer required, we will securely destroy, delete, anonymize, or archive it in accordance with applicable law and our internal policies.

15. Storage and Processing Outside Canada

Some of our service providers may store or process personal information outside Ontario or outside Canada. If personal information is processed outside Canada, it may be subject to the laws of the jurisdiction where it is located, including lawful access by courts, law enforcement, regulators, or government authorities.

We use reasonable contractual and organizational measures to protect personal information handled by service providers.

16. User Rights and Choices

Subject to legal and practical limits, you may request to:

1. Access your personal information.
2. Correct inaccurate or incomplete personal information.
3. Withdraw consent for certain uses or disclosures.
4. Unsubscribe from promotional or fundraising communications.
5. Ask questions about how we handle personal information.
6. Make a privacy complaint.
7. Request deletion of personal information, where legally and operationally possible.

To make a request, contact us at Info@artspirationfoundation.org. We may need to verify your identity before responding.

You may also contact the Office of the Privacy Commissioner of Canada if you have concerns about our privacy practices that we have not adequately addressed. Information about filing a complaint is available at www.priv.gc.ca.

For requests involving a minor participant, we may need to verify the authority of the parent, legal guardian, caregiver, or other requesting person. We may also consider the participant's privacy interests, age, maturity, safety, and applicable legal requirements.

17. Accuracy of Information

We rely on users, participants, parents, caregivers, volunteers, and partners to provide accurate and up-to-date information.

Please contact us promptly if your information changes, including contact details, emergency contacts, accessibility needs, consent preferences, or communication preferences.

18. Accessibility

We are committed to providing information and services in an accessible manner. Our governance framework requires the Board to maintain and annually review accessibility policies, including policies related to the Accessibility for Ontarians with Disabilities Act.

If you need this Privacy Policy in an accessible format or require communication support, contact us at [insert accessibility email].

19. Photos, Videos, Testimonials, and Stories

We may collect or use photos, videos, testimonials, quotes, artwork, stories, or other participant content only where we have appropriate consent or another lawful basis.

Consent forms may explain:

1. What content may be used.
2. Where it may appear.
3. Whether names or identifying details may be included.
4. Whether the content may be used for website, social media, fundraising, reporting, promotional, educational, or archival purposes.
5. How consent may be withdrawn, subject to practical limits for materials already published, distributed, or relied upon. We may not be able to remove or recall materials that have been publicly shared, posted online, or provided to third parties.

We take particular care when using content involving minors.

20. Surveys, Evaluation, and Impact Reporting

We may use surveys, interviews, feedback forms, attendance data, and outcome information to evaluate our programs, improve services, report to funders, and communicate impact.

Where possible, we use aggregated or de-identified information for reporting. If identifiable information is required for a grant, funder report, or program purpose, we will use appropriate safeguards and limit disclosure to what is reasonably necessary.

21. Safeguarding, Safety, and Legal Exceptions

We may collect, use, retain, or disclose personal information without consent where permitted or required by law, including where necessary to:

1. Protect the safety, health, or security of a participant or another person.
2. Respond to an emergency.
3. Report suspected abuse, neglect, exploitation, or harm where required by law.
4. Investigate misconduct, fraud, security incidents, or policy violations.
5. Comply with court orders, laws, regulations, audits, funder obligations, or lawful requests.
6. Protect our legal rights, property, insurance interests, or organizational integrity.
7. Manage insurance coverage, claims, risk assessment, and certificates of insurance.

The Board is required to maintain safeguarding and child protection policies as part of the organization's governance framework.

22. User Responsibilities

When using our website or participating in our programs, you agree to:

1. Provide accurate information.

2. Keep your contact information up to date.
3. Use our website and services lawfully and respectfully.
4. Avoid submitting unnecessary sensitive personal information.
5. Avoid sharing another person's personal information without authority.
6. Follow applicable program rules, consent forms, website terms, and community standards.
7. Contact us promptly if you believe personal information has been provided incorrectly or without authorization.

23. Changes to this Privacy Policy

We may update this Privacy Policy from time to time to reflect changes in our programs, website, legal obligations, technologies, governance practices, or organizational needs.

When we make material changes, we will update the effective date and may provide notice on our website or by other reasonable means.

Continued use of our website or services after changes are posted means the updated Privacy Policy applies to future interactions.

24. Limitation of Liability

Artspiration Foundation is a not-for-profit organization that operates with limited resources and relies on volunteers and donated services. To the fullest extent permitted by applicable law, Artspiration Foundation and its directors, officers, employees, volunteers, agents, representatives, and service providers will not be liable for any indirect, incidental, consequential, special, or punitive damages arising from or relating to privacy matters, data processing, data security incidents, or use of third-party platforms, except to the extent caused by gross negligence or intentional misconduct.

Notwithstanding the foregoing, nothing in this Privacy Policy excludes, restricts, or modifies any liability, right, warranty, condition, or remedy that cannot be excluded, restricted, or modified under applicable law, including rights under Canadian privacy legislation.

25. Questions, Requests, and Complaints

If you have questions, requests, or complaints about this Privacy Policy or our privacy practices, contact:

Privacy Contact: Executive Director

Email: Info@artspirationfoundation.org

Mailing Address: Artspiration Foundation, 2800 Skymark Ave, Suite 203, Mississauga, Ontario, Canada L4W 5A6

We will review privacy complaints in a fair and timely manner. If we determine that a complaint is justified, we will take appropriate steps to address the issue, which may include updating records, changing practices, improving safeguards, or providing additional training.