

The Vancouver Public Library Foundation's privacy practice is intended to ensure we make every reasonable effort to ensure personal information is handled with respect and consideration. It was developed using the provincial Personal Information Protection Act as a guideline.

The VPL Foundation is responsible for all personal information in its custody and under its control. This includes employee and donor information. The VPL Foundation will respect donor and client lists by refusing to sell, trade, share and/or give access to information to other parties.

- The Executive Director is the individual designated to ensure the VPL Foundation remains in compliance with this practice.
- Personal information will be obtained only for reasonable purposes and only as much as is reasonable for those purposes.
- Personal information will be disclosed or used only for reasonable purposes and those purposes will be shared with the individual prior to disclosure or use.
- Consent will be implied unless the individual expressly prohibits the use of information for the disclosure and use shared by the VPL Foundation.
- Occasionally, individuals or organizations may request to see what information about themselves the VPL Foundation has gathered. In that event, the VPL Foundation will provide information about the existence, use or disclosure of the information and provide access to that information, if reasonable.
- The VPL Foundation will make every reasonable effort to maintain accurate information and will, on request, correct information that is inaccurate.
- The VPL Foundation will make every reasonable effort to ensure personal information is secure and keep the information only as long as is reasonable.

To access, correct, amend or remove any personal information we have about you, register a complaint, or simply want more information, contact us at:

Vancouver Public Library Foundation
350 West Georgia Street
Vancouver, BC V6B 6B1
604-331-3897