



Youth Central Society
Privacy Policy
Approved: January 2026

Purpose

This privacy policy is intended to ensure Youth Central makes every reasonable effort to manage personal information with respect and consideration.

Youth Central is committed to protecting the privacy of the personal information of its employees, volunteers, parents, members, clients, donors, other stakeholders, and any other person who may utilize Youth Central's services. We value the trust of those we deal with and the public and recognize that maintaining this trust requires that we be transparent and accountable in how we treat the information you share with us.

Youth Central frequently gathers and uses personal information during our various projects and activities. Anyone from whom we collect such information should expect it to be carefully protected and that any use of, or other dealing with, this information is subject to consent.

Youth Central maintains the confidentiality and privacy of individuals' personal information while collecting and using the information in compliance with PIPA - Alberta's Personal Information Protection Act.

Defining Personal Information

Personal information is any information that can be used to distinguish, identify, or contact a specific individual. This information can include facts about or related to the individual. Exceptions: business contact information and certain publicly available information, such as names, addresses and telephone numbers published in telephone directories, are not considered personal information.

Business contact information and certain publicly available information, such as names, addresses and telephone numbers, are not considered personal information and are not included in this policy. Where personal information is used as business information (such as the use of personal contact information for organizations), this information will be treated as business information.

We consider donor, client, and volunteer information to always be personal information, and we do not disclose information about donors, clients, or volunteers without consent.

Consent

An individual's consent is required regarding the collection and proposed use of personal information when information is collected. Consent can be either express or implied and provided directly by the individual or an authorized representative. Express consent can be given orally, electronically or in writing. Implied consent is consent that can be reasonably inferred from an individual's action or

inaction. An individual's consent is required before confidential information is released to outside parties.

Limited Collection

Personal information collection is limited to what is relevant and necessary to our programs and fundraising efforts. Youth Central shall not make unwarranted or intrusive inquiries into a donor or prospect's gift history or personal life. Youth Central does not disclose information about donors, clients, and volunteers without consent.

Limited Use, Disclosure and Retention

Personal information shall not be used or disclosed for purposes other than those for which it was collected, except with the individual's consent or as required by law. Personal information shall be retained only as long as necessary to fulfil those purposes.

Accuracy

Personal information shall be as complete, accurate and up to date as possible. Donors are encouraged to review, correct, and update personal information.

Security Safeguards

Personal information gathered by Youth Central shall be kept in confidence. Youth Central personnel shall be authorized to access personal information based only on their need to deal with the information for the reason(s) for which it was obtained.

Appropriate physical and electronic measures shall be used to ensure personal information is secure. Access to donor, client and volunteer records shall be limited to those who require such information to fulfil their job responsibilities. Special protection shall be given to all records pertaining to anonymous donors. The confidentiality of donor, client and volunteer records shall continue after the relationship with the individual has ended.

Confidentiality

Youth Central's customary practice is to acknowledge and thank our donors publicly. We respect our donors' privacy wishes and maintain donor anonymity when requested. Requests can be made to connect@youthcentral.com.

Donors who request that their name and/or the amount of the gift not be publicly released shall remain anonymous.

Openness

Individuals shall be given access to the information in their donor records upon request. Requests for access or correction will be responded to within 45 days.

If you wish to be removed from our list, simply contact us by phone at (403) 266-5448 or by emailing us at connect@youthcentral.com.

Individuals may file a privacy complaint with Youth Central. If unresolved, they may contact the Office of the Information and Privacy Commissioner of Alberta.

Further information on privacy and your rights regarding your personal information may be found on the website of the Office of the Information and Privacy Commissioner of Alberta, website <https://oipc.ab.ca/>.

Review

This plan is to be reviewed at least every 5 years by the Governance Committee of the Board.