



McCall MacBain Foundation and McCall MacBain Scholarships Foundation

PRIVACY POLICY

The McCall MacBain Foundation ("MMF") and McCall MacBain Scholarships Foundation ("MMSF") (collectively, the "Foundations") is committed to maintaining the accuracy, security and privacy of the personal information it collects, uses, and shares in accordance with applicable legislation. This privacy policy (the "Privacy Policy") is a statement of principles and guidelines concerning the protection of personal information of our website visitors, scholarship and fellowships applicants and recipients, contacts at our grantees and partners, volunteers, and interviewers (an "individual", "you", or "your"). The Foundations value your trust and recognize that maintaining this trust requires that we be accountable and transparent in how we handle your personal information, including when you visit our website (www.mccallmacbain.org), submit an application, or assist us in promoting and administering our scholarship and fellowship programs.

CONSENT

BY SUBMITTING PERSONAL INFORMATION TO THE FOUNDATIONS, YOU AGREE THAT WE MAY COLLECT, USE AND DISCLOSE SUCH PERSONAL INFORMATION IN ACCORDANCE WITH THIS PRIVACY POLICY AND AS PERMITTED OR REQUIRED BY LAW. Subject to legal and contractual requirements, you may refuse or withdraw your consent to certain of the identified purposes at any time by contacting us as set forth below. If you refuse or withdraw your consent, we may not be able to provide you or continue to provide you with certain services or information that may be of value to you.

1. The Foundations

The mission of the McCall MacBain Foundation is to improve the welfare of humanity by providing scholarships and other educational opportunities that nurture transformational leadership, and by investing in evidence-based strategies to address climate change, preserve the natural environment, and improve health outcomes. The mission of the McCall MacBain Scholarships Foundation is to operate scholarships and fellowships on behalf of the McCall MacBain Foundation.

Through its various scholarship and fellowship programs, grants, and other activities, the Foundations frequently collect, use, and share personal information. Any personal information collected by the Foundations is handled in accordance with applicable privacy laws.

2. Personal information

Privacy laws define personal information broadly as information about “an identifiable individual” or as information that allows an individual to be identified. The types of personal information that we may collect from you from time to time include:

Information collected directly from you

A. For scholarship and fellowship applicants, we may collect the following personal information from you:

- **Contact information**, including first and last name, preferred name, email address, phone number, and current address.
- **Demographic information**, including gender, pronouns, nationality, birthplace, date of birth, citizenship and status in Canada.
- **Verification document**, including photo identification and, if required, confirmation of Canadian status (e.g., government-issued photo ID, university-issued student card, Canadian passport or citizenship certificate, permanent residency card or confirmation letter, or Convention Refugee acceptance letter).
- **Family and household information**, including details about your parents or guardians (status, full name, occupation, address), and how many siblings you have and their ages.
- **Education and work history**, including information found in your CV and related materials, such as institutions attended, levels and fields of study, graduation status, academic transcripts, details of scholarships, awards, and distinctions received, past work experience, campus and community activities, travel, whether you have been placed on academic probation, letters of recommendations, and any other information you may provide us in the course of submitting a scholarship or fellowship application to the Foundations.
- **Languages**, including languages spoken (including languages spoken at home) and level of proficiency.
- **Programs and careers of interest**, including career goals, academic intentions, and intended academic programs of interest.
- **Other information**, including any additional details we request to schedule follow-up interviews, such as details required to make travel arrangements, and to coordinate

interviews with the media.

- B. **For scholarship or fellowship recipients**, in addition to the personal information mentioned in section 2(a) above, we may collect the following personal information from you:
 - **Financial information**, including banking details and other financial information required to process and administer scholarship payments made to you as a recipient (such as your social insurance number).
 - **Updates relating to the recipient's achievements, logistics, and future plans**, including career goals, academic progress, awards received, education and employment plans, service and leadership activities, personal experience statements of the scholarship or fellowship year, visa and travel details, payment receipts, insurance details, homestay addresses, emergency contacts, records of completion of work, study, volunteer or community participation, key academic and non-academic achievements, and supporting materials such as biography, photographs, and videos.
- C. **For our website visitors**, if you sign up for email updates through our website, we may collect your email address, as well as any other personal information you share with us when signing up for updates (such as your name).
- D. **For contacts at our grantees and prospective grantees** we may collect your name, professional contact information (such as your professional email address), financial information, and information on the organization's activities and beneficiaries. We may also collect information to share with media and service providers.
- E. **For others, including volunteers and interviewers**, we may collect personal information such as your name, address, email, phone number, headshot, biographical information, and any additional information you provide to the Foundations.
- F. **For other collaborators**, we may collect personal information such as contact details and banking information.

Information collected from third parties

- A. **For scholarship and fellowship applicants**, we may collect personal information about you from your references, campus/community activity verifiers, leadership experience verifiers, and volunteering verifiers, your universities, colleges, or high schools, as well as grantees and partners.
- B. **For references and verifiers**, we may collect personal information about you from scholarship and fellowship applicants and recipients, including your full name, organization, position, relationship to the applicant or scholarship/fellowship recipient, phone number, email address, and preferred language.

Information collected automatically about our website visitors

We may collect your personal information when you visit our Website using technologies such as cookies. The personal information collected includes information about the device you are using, including (as applicable) your IP address, device ID, and the geographical region in which you reside. See section 11 below for more information on how we use cookies to collect your personal information.

3. Purposes of collection

Depending on the region in which you are located, the Foundations collect personal information with either your consent or as necessary for our legitimate interests, for the following purposes:

- **Processing scholarships and fellowships applications.** We may use the personal information of applicants and scholarship and fellowship recipients to determine an applicant's eligibility and selection for the Foundations' scholarships and fellowships, contact applicants and recipients, and issue scholarships or fellowships to recipients.
 - We may also use the personal information of volunteers and interviewers to contact them regarding the application evaluation process and collect their evaluations.
 - We may additionally use the personal information of our contacts at grantees and partners to exchange information regarding our scholarship and fellowship programs, and to administer such programs.
- **Managing financial matters and scholarship payments.** We may use the personal information of scholarship and fellowship recipients to process scholarship and fellowship payments and to issue related documents, such as tax receipts and other similar records.
- **Delivering and managing our website.** We may use your personal information to deliver and manage our Website, as well as to facilitate its use when you visit or access it, which may include using cookies and other similar technologies. See the section 11 "Cookies and Google Analytics" below for more information on how we use such technologies.
- **Communicating with you.** If you contact us with a question or inquiry, we may use your personal information to respond to you.
- **Other purposes.** As permitted by applicable law, we may use your personal information to detect and protect the Foundations and other third parties against error, fraud, theft and other illegal activity, and to audit compliance with the Foundations' policies and contractual obligations.

4. Sharing of personal information

The Foundations interact with several third parties and may, from time to time, share personal information under the following circumstances:

- A. **To service providers:** We may disclose your personal information to other companies that provide services on our behalf, including providers of customer relationship management

services, cloud storage services, website hosting and content management services, background check providers, and grant and award management platforms, as well as email marketing providers.

- B. To high-school and university partners, and grantees: In order to assist a scholar or a fellowship recipient with placement in a program, we may need to have conversations on their behalf with high-school and university partners and grantees that could constitute the sharing of personal information from their applications.
- C. To Headlands Institute: If you are a scholar or award recipient, or a volunteer, we may disclose your personal information to the Headlands Institute, a Canadian non-profit organization that administers programs on behalf of the Foundations.
- D. To volunteers and interviewers: As part of our application review process, we may share applicant personal information to relevant volunteers and interviewers. All participants and volunteers in these activities are advised of the Foundations' expectations with regard to the confidentiality and protection of the information entrusted to them.
- E. To third parties for promotional purposes: To the extent permitted by applicable law, we may disclose your personal information, on an as-needed basis, to media relations companies, high-school and university partners, and journalists to help promote the Foundations and its scholarship and fellowship recipients.
- F. If required by law: The Foundations may disclose your personal information to a government institution, for example, in the course of investigating unlawful activity, or to comply with a subpoena or warrant or an order made by a court, person or body with jurisdiction to compel the production of information, or to comply with court rules regarding the production of records and information.

5. Control of personal information

We want you to be able to maintain control over how we use your personal information.

Accordingly, marketing email communications will always include an identification of the sender and an “unsubscribe” option. You also have the right to access and rectify your personal information, as indicated in section 8 below.

As indicated above, you may refuse or withdraw your consent to certain of the identified purposes at any time. That said, we may not be able to provide you with information, services, scholarships or fellowships if you withdraw your consent to our use of your personal information that we require to administer our awards and programs.

In order to specify your privacy preferences, please contact our Privacy Officer using the contact information provided in section 12 below.

6. Retention of personal information

The Foundations retain the personal information it collects until it is no longer required to fulfill the purpose(s) for which it was collected, or as otherwise required or permitted by law. When personal information is disposed of by the Foundations, care will be taken to ensure that there is no recoverable trace of the information.

For further information about retention periods for various categories of personal information, please contact our Privacy Officer using the contact information provided in section 12 below.

7. Personal information storage and transfers

Some of our operations, and those of our service providers, are located outside Quebec and/or Canada, including in the United States and Switzerland. As a result, your personal information may be transferred to and processed in those or other jurisdictions. While your personal information is outside the region in which you reside, it will be subject to the laws of the applicable foreign jurisdiction, which may permit access by government authorities, courts, law enforcement, or regulatory agencies in accordance with those laws.

For access to your personal information, please contact our Privacy Officer using the contact information provided in section 12 below.

8. Personal information rights

Depending on the region in which you reside, you may have some or all of the following personal information rights, as provided by privacy laws:

- A. Access:** You may request access to your personal information held by the Foundations and the Foundations may provide you with such information, to the extent required by applicable law.
- B. Correction:** You may request that the Foundations correct any of your personal information that is inaccurate, equivocal, or incomplete.
- C. Withdrawal of Consent:** You may withdraw your consent to our processing of your personal information that you previously granted to the Foundations, to the extent permitted by law and our contractual obligations. However, you understand that in such a case, you may no longer be able to benefit from our services.
- D. Portability:** Depending on the region in which you reside (e.g., Quebec), you may request that we communicate your personal information electronically or in a structured, commonly used technological format to you, as well as to a third party upon request.

All requests pertaining to exercising your personal information rights should be sent to our Privacy Officer, using the contact information provided in section 12 below. Upon written

request, subject to certain exceptions provided by law, the Foundations will facilitate the exercise of your personal information rights.

9. Personal information safeguards

We protect and safeguard your personal information using physical, electronic and procedural measures appropriate to the volume and sensitivity of the information, the purposes for which it is used, and the format in which it is stored. This includes making every reasonable effort to protect against the loss, and unauthorized collection, use, and disclosure of personal information under our control.

In the unlikely event that a data security incident occurs, we will report the breach to relevant data protection authorities, and/or to the persons whose data are affected, to the extent required by applicable law. We will also maintain a register of confidentiality incidents to the extent required by privacy laws.

In addition, we implement the following measures to protect your personal information:

- Personal information gathered by the Foundations is kept in confidence. Physical, electronic and procedural reasonable safeguards are in place to ensure that the Foundations comply with relevant standards to protect personal information and that the information is not disclosed or shared more widely than is necessary to achieve the purpose(s) for which it was obtained.
- Where information is sent to a third party for processing, we make sure, through our contracts with them, that all customer information is kept secure.
- If the information is collected or stored electronically, technical safeguards such as encryption, firewalls, passwords, anti-virus software and similar measures;
- Procedures for receiving, investigating, and responding to complaints or inquiries about the Foundations' information handling practices; and
- A designated privacy officer to monitor the Foundations' compliance with applicable privacy laws; and
- Internal policies and procedures that define the roles and responsibilities of our employees, representatives, and service providers throughout the life cycle of an item of information.

10. Privacy Policy modifications

The Foundations will review, modify or supplement this Privacy Policy at any time. At all times, the current Privacy Policy may be viewed on the Foundations' website.

The Foundations will obtain the necessary consents required under applicable privacy laws if it seeks to collect, use, or disclose an individual's personal information for purposes other than those to which consent is already obtained, unless otherwise required or permitted by law.

11. Special provisions

Cookies and Google Analytics:

Cookies are small text files stored on your device when you access websites, as further explained at www.aboutcookies.org. The Foundations use cookies to enable basic website functions, remember your browsing preferences, understand how visitors interact with the website, and provide internet-based advertising. You may adjust your cookie preferences at any time through your browser settings. Please note that rejecting certain cookies may affect the functionality of the website.

The Foundations also use Google Analytics to collect information about how visitors interact with our website. This information helps to understand usage patterns, improve our services, and enhance your browsing experience. You can opt out of data collection by Google Analytics using the following link:

<https://tools.google.com/dlpage/gaoptout>

Minors:

The Foundations do not knowingly collect data from persons under the age of 16 years without parental consent. If the Foundations become aware that we have collected data from a person under the age of 16 without parental consent, we will delete it without delay.

12. Contact information

We have appointed a privacy officer at the Foundations to address any queries, concerns or complaints you may have. Our Privacy Officer can be reached by email at privacy@mccallmacbain.org or by mail at the following address:

Privacy Officer
McCall MacBain Foundation &
McCall MacBain Scholarships
Foundation
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Ontario
Canada M5V 2M5