

Learning for a Sustainable Future - Privacy Policy

Effective Date: [October 2021]

Last amended: [October 2021]

Introduction

Learning for a Sustainable Future (LSF) respects your privacy and is committed to protecting the privacy and security of your personal information collected through our organization's programs. This Privacy Policy explains how we collect, use, share and protect your Personal Information. Personal Information is defined as information that relates to you as an individually identifiable person.

Consent requirements for users and participants under the age of 13

LSF requires users and participants, who are under the age of 13, to obtain their parent or guardian's consent to the collection, use, and sharing of Personal Information.

If you have concerns regarding the collection of Personal Information of individuals under the age of 13 whose parent/guardian did not provide consent, please contact LSF's privacy team at Privacy@LSF-LST.ca and we will promptly process your request to delete the Personal Information.

Changes to the Privacy Policy

We may occasionally update this Privacy Policy to reflect changes in our practices and programs. When we post changes to this Privacy Policy, we will revise the "last updated" date at the top of this Privacy Policy. If LSF's practices on previously collected Personal Information change in a way that is less restrictive than the Policy in effect when the information was collected, we will take reasonable effort to provide you with notice and obtain your consent.

2. The types of Personal Information collected, used, and shared

LSF collects information that you share with us through LSF websites or platforms, programs, surveys or events.

A. Personal Information you share with LSF

- Basic contact information. For example, your name, city, province, e-mail and language preference (English/French) is used to deliver LSF's professional development, teaching resources, Youth Forums, Action Projects, and more.
- Professional and educational profile. For example, your role in your organization, the names of schools, school address or place of work, grades/subjects taught, and number of students.
- Educator feedback. For example, how you heard about an opportunity, your opinions and experience, such as your comfort, experience and likelihood of teaching sustainability topics.
- Student participant feedback. For example, your grade, familiarity with sustainability topics, and engagement surveys to evaluate interest in LSF events.
- Promotional media, such as photos and videos taken at events, submitted by teachers, or project-related social media posts. Before promotional media of children or minors are posted onto LSF's websites/platforms or LSF's Action Project reports, we require submissions to obtain and confirm consents from the individuals depicted.
- Vulnerable sector, police, or background checks. Any staff or volunteer who delivers projects in schools are required to complete a vulnerable sector check, police check, or other background checks.

B. Personal Information collected through technology

When you access the LSF website, or participate in our community through OurCanadaProject.ca, we collect information about you or how you interact with LSF's websites and platforms. We describe below a few of the methods we use to collect information through technology.

When you visit the LSF website, we collect your Internet Protocol (IP) address. While an IP address may reveal your internet service provider or geographic area, we cannot determine your identity solely based upon your IP address. However, we may

link the last IP address you used to access the website to Personal Information you provide us. Where, according to local law, IP addresses and the like are considered Personal Information, we treat them as such.

We may also collect a unique identifier for your computer, mobile device, or other device used to access LSF websites and platforms ("Device Identifier"). A Device Identifier is a number that is automatically assigned to the device you used to access the LSF websites and platforms. We may link the Device Identifier to other information about your visit, such as what pages you viewed, and to Personal Information you provide us, such as your name.

Cookies

When you visit our website, we may assign your computer one or more cookies, to facilitate access to our site and to personalize your online experience. Through the use of a cookie, we also may automatically collect information about your online activity on our site, such as the web pages you visit, the links you click, and the searches you conduct on our site. Most browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies. If you choose to decline cookies, please note that you may not be able to sign in or use some of the interactive features offered on our website.

Web Beacons

We may include small graphic images or other web programming code, called web beacons (also known as "pixel tags", "web bugs" or "clear GIFs"), in our website and emails. The web beacons are minute graphics with a unique identifier. They are used to track the online movements of the website users. In contrast to cookies, which are stored in a user's computer hard drive, web beacons are embedded invisibly on Web pages and are about the size of the period at the end of this sentence. Web beacons help us better manage content on the LSF website by informing us what content is effective, monitoring how users navigate educational content, counting users of the website, and counting how many e-mails sent by us were actually opened.

C. Personal Information that LSF receives from third parties

Any staff or volunteer that participate in workshops at schools are required to submit a police background or vulnerable sector check. The check may be prepared by a third party. LSF may use reports from the third parties to verify the check has been completed and to approve staff or volunteers to participate in school programs.

3. LSF's use, retention, and sharing of Personal Information

A. Sharing of Personal Information

We do not rent, sell, or share your Personal Information with other people or organizations for advertising or marketing purposes.

LSF funders, donors, and affiliates

LSF shares information with its funders, donors, and affiliate organizations on the impact and reach of its programs. However, when LSF provides reports or details of its programs, Personal Information is aggregated and de-identified into broad demographic categories (e.g. age bracket, or school grade) without direct links to specific individuals.

If an event or program is coordinated jointly with a third party organization, we may share Personal Information with the other organization in order to deliver the programs. LSF media release forms will indicate whether or not a third party organization may use the promotional media, and LSF requires confirmation that promotional media provided to LSF have the appropriate consents.

LSF Service providers

We may provide third-party service providers with access to your information, including your Personal Information, so that they can perform their services to LSF. We require these third-party service providers to provide safeguards for your Personal Information similar to the ones that we provide. Examples of third-party service providers include:

- Website analytics, such as Google Analytics, to collect, monitor, and analyze web traffic to improve LSF's website functionalities.
- Email delivery, we may use email delivery services to enable our newsletter and awareness campaigns.

Vulnerable sector, police, and background checks

Any staff or volunteers that participate in workshops at schools are required to provide proof of a vulnerable sector, police or other background checks. LSF only uses this information to verify the check has been conducted and to confirm approvals for staff and volunteers to participate in programs at schools. LSF will not share this information except in accordance with legal compliance requirements detailed below.

Legal compliance and administrative reasons

- i. Required Disclosures. We may be required to disclose Personal Information in response to a court order, subpoena, discovery request, other legal processes, or as otherwise required by law.
- ii. Legal Compliance and Protections. We may disclose account and other Personal Information when we believe disclosure is necessary to comply with the law or to protect the rights, property, or safety of LSF, our users, or others. This includes exchanging Personal Information with law enforcement agencies, schools and their boards, or regulatory authorities.

Data transfer to other jurisdictions

LSF may transfer or store Personal Information to a service provider which is located outside of Canada where privacy laws may offer different levels of protection from those in Canada. Your Personal Information may also be subject to access by and disclosure to the local courts, law enforcement and national security authorities under the applicable foreign legislation.

B. Aggregating and de-identifying Personal Information

When LSF conducts analysis or assessments of its programs and their impact, we will aggregate the details of participants and users, for example, an annual report may indicate that LSF's programs has reached "___ students in ___ Province" or "___ participants between the age of ___ and ___".

C. Data Retention

LSF will retain Personal Information for as long as necessary to fulfill the original purpose for which it was collected. For example, we will retain your account registration on the LSF website in order to provide you access to curriculum and educational resources. Once Personal Information is no longer needed, LSF will de-identify, aggregate, or dispose of the Personal Information.

4. Security of your Personal Information

In addition, access to your Personal Information is restricted to employees who need the Personal Information to perform a specific job. All employees with access to Personal Information are kept up-to-date on our security and privacy practices. After a new policy is added, these employees are notified and/or reminded about the importance we place on privacy, and what they can do to enhance protection for our users' Personal Information.

It is important for you to protect against unauthorized access to your account password and to your computer. Be sure to log out of your account or to close your browser after you have completed your visit to our Site.

Please note that despite our reasonable efforts, no security measure is ever perfect or impenetrable, so we cannot guarantee the security of your Personal Information.

5. Personal Information Requests and Contact information

You have the right to access and review the Personal Information we hold about you. We will endeavour to provide the information within a reasonable time. When we will not or cannot disclose information, we will provide the individual making the request the reasons for non-disclosure.

Despite our efforts, errors sometimes do occur. If you identify any Personal Information that is out-of-date, incorrect or incomplete, if you would like to access, update, delete, or correct any information that LSF has collected from you, or if you have suggestions for improving this Policy, please send an e-mail to Privacy@LSF-LST.ca.