



## **PRIVACY POLICY**

At **Cottage Dreams Recovery Initiative Inc.**, we are committed to protecting your privacy. This Privacy Statement is intended to inform you about our practices relating to the collection, use and disclosure of personal information that may be provided through provision of the Cottage Dreams program or that may otherwise be collected by us. By supporting us, you consent to the collection, use and disclosure of your personal information in accordance with the terms and conditions that follow.

This Privacy Statement also explains how you can contact us if you have a question about, want to make changes to, correct, delete, or review any personal information that we may be holding about you. We strongly recommend that you take the time to read this Privacy Statement thoroughly and retain it for future reference.

### **Defining Personal Information**

For the purpose of this Privacy Statement, “personal information” means information about an identifiable individual, but does not include the name, title, or business address or telephone number of an employee of an organization.

### **The Personal Information We Collect**

When you apply to donate or apply as a cottage participant, we will collect personal information that we require from you in order to provide you with the services you have requested. The type of personal information we collect will depend on the nature of the service or services you have requested, and may include at least some of the following:

- Contact information (i.e. name, address, email address and telephone number).
- Medical information.
- Property and Insurance information.
- Demographic information (such as age, education and occupation)

## **How We Use Your Personal Information**

**Cottage Dreams Recovery Initiative Inc.** will use your personal information to:

- Provide you with timely and reliable services and perform all tasks necessary to administer those services.
- Communicate with third parties on your behalf (such as health care providers, references, and insurance companies) as required to effectively render our services.
- Provide a tax receipt.
- Develop and maintain our relationship with you and communicate with you.

## **Disclosure of Your Personal Information**

We may share information with third parties engaged to assist us in providing services to you or to carry out one or more of the purposes described above. These other service providers are prohibited from using your personal information for any purpose other than to provide this assistance and are required to protect personal information disclosed by us and to comply with the general privacy principles as described in this Policy Statement.

We may also disclose your personal information to third parties, such as those described above, as may be required to carry out the services for which you have retained us. We disclose your personal information to such parties on a “need to know” basis only.

A copy of this Privacy Statement may be accessed online at:

[www.cottagedreams.org/privacy](http://www.cottagedreams.org/privacy)