



# PRIVACY POLICY

## *Status*

The Pierre Elliott Trudeau Foundation (the Foundation) is an independent and non-partisan Canadian charity incorporated under Part II of the *Canada Corporations Act* and registered with the Canada Revenue Agency; it is defined as a government institution under the *Access to Information Act* and the *Privacy Act*.

## *Commitment*

The Foundation is committed to protecting the privacy of the personal information of its fellows, scholars, mentors, directors, members, employees, advisors and partners. The Foundation values the trust of those we deal with, and of the public, and recognizes that maintaining this trust requires that we be accountable and transparent in how we treat the information that you choose to share with us.

Through its various programmes and activities, the Foundation frequently gathers and uses personal information. Any information collected by the Foundation is subject to the Privacy Act. The purpose of the Privacy Act is to protect the privacy of individuals with respect to personal information held by a government institution and to provide individuals with a right of access to such information.

## *Use and Disclosure of Personal Information Provided to the Foundation*

All personal information collected by the Foundation about scholarship, fellowship, mentorship and other award applicants is used to review applications, to administer and monitor awards, which are at the heart of the Foundation's mission of promoting outstanding research in the humanities and social sciences, and fostering a fruitful dialogue between scholars and policymakers in the arts community, business, government, the professions, and the voluntary sector. Consistent with these purposes, applicants should also expect that information collected by the Foundation may come to be used and disclosed in the following activities:

1. As part of the peer review process, applications are disclosed to selection committees composed of experts recruited from all sectors of society. All participants in these review activities are advised of the Foundation's expectations with regard to the confidentiality and protection of the information entrusted to them.
2. Because the Foundation has a single database, staff are generally aware of nominations or applications submitted. For the purposes of adjudication and award administration, some selection committees are provided with multi-year summaries of an individual's applications or nominations and awards.
3. The Foundation routinely publishes and disseminates certain details about successful applications or nominations, including the name of the applicant/nominee, a biography, the amount awarded,

the institution and department or corporate/not-for profit/government organization where they study or work, the field of research or work, and the project title of their research in the case of Scholars. The information will normally be published on the Foundation's Website. In the case of Scholars, the following information is also available on the Foundation's Website:

- ✚ Current residence
- ✚ Language(s) spoken
- ✚ Degrees
- ✚ Current research
- ✚ Past research
- ✚ Awards
- ✚ Social engagement
- ✚ Work experience

4. Files and databases containing personal information may also be used by the Foundation for programme planning, evaluation and review and in audits, and for generating statistics for these activities.
5. The Foundation collects data on gender, age groups, language, disciplines in the case of Fellowships and Scholarships, the locations where candidates and award winners study or work, citizenship, and relevance of the research or work to the Foundation's themes. With the exception of the relevance of the research or work to the Foundation's themes, this data is not used in the peer-adjudication process. It is used for statistical purposes and to improve the Foundation's services to award winners. In the case of data collected on the language capability of individuals, the Foundation ensures that individuals who are eventually consulted as peer reviewers have the language capability to adequately review a given application.
6. The Foundation uses the information in its files and databases to generate mailing lists in order to disseminate its publications and other information to its community.

### ***Privacy Practices***

Personal information gathered by the Foundation is kept in confidence. Foundation personnel are authorized to access personal information only as required to deal with the information for the reason(s) for which it was obtained. Safeguards are in place to ensure that the information is not disclosed or shared more widely than is necessary to achieve the purpose(s) for which it was obtained. We also take measures to ensure that the integrity of this information is maintained and to prevent its being lost, stolen or destroyed.

The Foundation retains the personal information it collects for a period of not less than two years. When personal information is disposed of by the Foundation, care is taken to ensure that there is no recoverable trace of the information.

### ***Access to Personal Information***

The *Privacy Act* grants all individuals in Canada the right to access any personal information about themselves that is held by institutions such as the Foundation. It also gives individuals the right to request the correction of their personal information where they find it to be erroneous.

For instructions on how to make a formal request of access to personal information pursuant to the *Privacy Act*, please visit the website of the Office of the Privacy Commissioner of Canada at <http://www.privcom.gc.ca>.

Please note that although the *Privacy Act* provides for a formal procedure for requesting access to personal information held by the Foundation, regular channels of communication are also available to anyone wishing to obtain information from the Foundation.

### ***Privacy Policy Updates***

The Foundation will review its privacy policy regularly. We may revise our privacy policy, and if so we will provide the revised policy on our website. At all times, the current privacy policy may be viewed online at [www.trudeaufoundation.ca](http://www.trudeaufoundation.ca).

### ***Contact Information***

We have appointed a privacy officer at the Foundation to address any queries, concerns or complaints you may have. Our privacy officer can be reached at (514) 938-0001, by email at [privacyofficer@trudeaufoundation.ca](mailto:privacyofficer@trudeaufoundation.ca) or by mail at the following address:

Privacy Officer  
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