

Appendix A to Privacy Policy

| Type of Information | Collected From | Reason | Retention Period |
|--|--|---|---------------------------------|
| Accessibility needs | Participants | To provide accommodations and ensure full participation in activities or services | 7 years |
| Address | Board, Participants, Staff, Volunteers | For communication, administrative needs | 7 years |
| Age or date of birth | Participants, Staff | To determine eligibility for age-specific programs, administrative needs, for reporting purposes when requested by funder | 7 years |
| Attendance records | Board, Participants, Staff | To measure involvement and outcomes for reporting purposes and meeting funding requirements | 7 years |
| Availability | Volunteers | To match volunteers to suitable roles | Until no longer volunteering |
| Background check | Staff | Required for program delivery at schools | 7 years |
| Banking info | Board, Staff | To issue payments such as wages/reimbursement | 7 years |
| Bursary applications | Participants | For McGill Bursary program | 7 years |
| Confidentiality agreements | Board, Staff, Volunteers | To ensure individuals understand and commit to privacy obligations | 7 years |
| Conflict of interest declarations (This is one that was mentioned when researching personal information but not sure if it is applicable) | Board | To maintain transparency and integrity in decision-making | 7 years |
| Consent for media | Participants | To obtain permission for using photos or videos in promotion or reporting | 7 years |
| Email address | Board, Participants, Staff, Volunteers | For communication, administrative purposes | 7 years |
| Emergency contact | Participants, Staff, Volunteers | To ensure safety during participation at an activity or work | 7 years |
| Employee Contracts | Staff | To clearly outline job responsibilities, pay, and other conditions of employment, and to meet legal requirements | 7 years after end of employment |
| Ethnicity or cultural background | Participants | For reporting purposes when requested by funder | 7 years |
| Event evaluations | Participants | To assess the quality and impact of services | 3 years |
| Expense claims | Board, Staff | To process reimbursements for work related expenses | 7 years |
| Family Status (single, caregiver) | Participants | For reporting purposes only when requested by funder | 7 years |
| Full name | Board, Participants, Staff, Volunteers | To identify and communicate with the individual, administrative purposes | 7 years after last activity |
| Gender or pronouns | Participants | For reporting purposes when requested by funder | 7 years |

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| Health disclosures | Participants, Staff | Ensure safety during program participation or during work (e.g., allergies, dietary restrictions, medical conditions) | 7 years |
| IP address or cookies | Online or Public Users | To ensure website security and functionality | Type of analytics need to be identified and should have the platform's policy around privacy settings |
| Job title and résumé | Board, Staff | To evaluate qualifications | 7 years after an employee departure |
| Language preference | Participants | To provide services in the preferred language, for reporting purposes when requested by funder | 7 years |
| Meeting minutes and votes | Board | To maintain a formal record of decisions | Permanently |
| Newsletter preferences | Online or Public Users | To manage subscription settings | Until unsubscribed |
| Performance evaluations | Staff | To support employee performance and development | 7 years after end of employment |
| Phone numbers | Board, Participants, Staff, Volunteers | For communication, administrative purposes | 7 years |
| Photos | Board, Participant, Staff | For promotion and reporting purposes when requested by funders | 7 years for Participants 7 years after end of employment for Employee and 7 years after a Board Member departure |
| References | Staff | To assess suitability for employment or volunteer roles | Until hiring decision is made |
| SIN | Staff | To fulfill payroll and tax obligations | 7 years after end of employment |
| Salary and benefits | Staff | To administer employee compensation, meet payroll, benefits, and tax reporting obligations. | 7 years after end of employment |
| Sign-in sheet or Registrations | Participants | To track attendance for safety and accountability, to measure involvement and outcomes for reporting purposes and meeting funding requirements | 3 years |
| Skills or experience | Volunteers | To assign volunteers to appropriate roles | Until no longer volunteering |
| Survey/form responses and evaluations | Participants, Online or Public Users | To evaluate services and gather feedback, as requested by funders and as a part of VGPN's regular assessment of programs | 3 years |
| Tax information (e.g., T4s, RL-1s) | Staff | To comply with tax reporting requirements | 7 years |

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|-------------------------|-------|---------------------------------------|---------|
| Training history | Staff | To track professional development | 7 years |
| Work schedule and leave | Staff | To manage time off and shift coverage | 7 years |

All personal information is securely destroyed when no longer needed. Digital records are permanently deleted from servers and backups, and physical documents are shredded.

Retention periods are based on administrative, legal, and funding requirements. For example, payroll, tax, and financial documents are typically kept for at least 7 years.

Consent is generally obtained through forms, verbal confirmation, or checkbox agreements. Where verbal consent is used, staff are encouraged to make a written note of it. All consent procedures align with Law 25 requirements for transparency and informed data use.