



## Foundation for Educational Exchange between Canada and the United States of America

### Privacy Policy

#### General Privacy Policy Statement

The Foundation for Educational Exchange between Canada and the United States of America (Fulbright Canada) is committed to maintaining and protecting the confidentiality and privacy of all personal information. Only authorized employees whose official duties so require are allowed to use, modify, or disclose your information. We collect and keep your information exclusively to satisfy the purposes for which it was collected and only for as long as required by law.

#### Collection of personal information

In order to offer services to its grantees, alumni, and partners, the Foundation for Educational Exchange between Canada and the United States of America collects some personal information, but we take every reasonable step to protect its confidentiality.

We typically collect, from our applicants and our grantees, the following types of information:

**Identity** (name, address, telephone number, etc.),

**Academic** (programs of study, academic records, degree information, etc.),

**Financial** (for our grantees, in connection with immigration issues), and

**Fiscal** (social insurance number, social security number, etc.)

By applying for any of the Foundation's programs and/or services, or by registering for or participating in any of our various activities, you agree that the Foundation may collect relevant personal information.

#### Purpose of collection

Your personal information is needed, among other things, to confirm your identity, assess your eligibility for grants and programs, record your performance during a grant period or in a particular program, provide the basis for our awards and/or other government funding, enable you to participate in other Foundation services and/or activities, communicate with you, and help the Foundation manage its academic and financial affairs.

## **Retention of your personal information**

We keep your information only for as long as required by law or to satisfy the purposes for which it was collected. When your personal information is no longer required, we take the necessary precautions required to eliminate it.

## **Safeguards**

The Foundation is committed to maintaining and protecting the confidentiality and privacy of your personal information. Only authorized employees whose official duties so require are allowed to use, modify or disclose your information.

## **Disclosure and consent**

In managing its operations, the Foundation may disclose some personal information to various government agencies, to approved cooperating agencies (such as the Institute for International Education and the Council for the International Exchange of Scholars), and to service organizations (such as alumni organizations, insurance providers, and financial institutions) and, in these cases, only for the purpose of meeting the terms and conditions of our awards and/or providing the appropriate support to grantees. We require these organizations to comply with the Foundation's policies on personal information and with any and all legislation (in the appropriate jurisdiction) governing the collection and/or dissemination of personal information.

Except as described above, and in similar situations, or if legally obliged to do so, or unless truly exceptional circumstances require it, the Foundation does not disclose your personal information to other external individuals or organizations without your prior written consent.

## **Your rights**

You have the right to access your personal information, except confidential evaluations and letters of reference used in the adjudication process. You also have the right to ask that incorrect information be corrected. If you decide to withhold information or to prevent us from disclosing your personal information, the Foundation may not be able to offer you the services or information you ask for or to which you are entitled.

## **Access**

If you have any concerns regarding the security of personal information or the sources and uses of information collected by the Foundation, please contact our External Relations Office by telephone at 613.688.5514 or by email at [privacy@fulbright.ca](mailto:privacy@fulbright.ca).