



July 2004

Dear members, supporters, and friends of  
Citizens for Public Justice and Public Justice Resource Centre:

Privacy legislation became effective this year. As a result, CPJ and PJRC reviewed the use of the personal information that our members and supporters provide.

CITIZENS *for* PUBLIC JUSTICE  
Public Justice Resource Centre

229 College Street, Suite 311  
Toronto, ON M5T 1R4  
[www.cpj.ca](http://www.cpj.ca)  
[www.publicjustice.ca](http://www.publicjustice.ca)

We want to assure you that we respect the privacy of such information in the course of our day-to-day work. Set out below is our privacy policy, which will also be posted on our websites for future reference.

---

## PRIVACY POLICY

**Citizens for Public Justice and Public Justice Resource Centre**

CPJ and PJRC have a shared support community. Together, CPJ and PJRC are committed to protecting the privacy and confidentiality of your personal information. To comply with privacy legislation, we have developed this Privacy Policy which is also posted on our websites, [www.cpj.ca](http://www.cpj.ca) and [www.publicjustice.ca](http://www.publicjustice.ca). Any personally identifiable information about you will be treated in accordance with our Privacy Policy.

### ***Our Relationship with You***

To maintain our relationships with members and donors, and to keep you informed about our work, we collect some or all of the following information about you:

- name, address, telephone (and maybe fax) number
- email address
- banking, credit card and/or social insurance number information, as needed.

### ***Using Your Personal Information***

We collect, use and disclose your personal information to:

- send you information and publications
- solicit donations, membership dues and loans
- inform you of advocacy campaigns in which you may choose to participate.

We do not sell or share our member and donor lists. Your personal name and address information, including email address, is used by staff who are involved in the distribution of our information and publications. We use a mailing house for mailings and sometimes volunteers assist with mailings. On occasion, on behalf of other organizations, we send out publications that we believe are of interest to our membership. Information related to your donations is used by staff who are involved with fundraising and finances. Historical donation information is provided to board members and volunteers who assist with our annual telethon; volunteers will be asked to sign a confidentiality agreement and all information is returned once the telethon is done. Information may be used from time to time to contact you to survey your opinions. Member loan information may be provided to a financial institution in connection with a credit application.

Before using your information for any other purpose, we will explain the purpose and obtain your consent. We will not collect, use or disclose information without your consent, except where authorized by law.

### ***Your Rights***

You have the right to access your personal information and request changes, if needed. It is your right to choose not to provide us with some or all of your personal information, or to deny us the use or disclosure of your information for certain purposes. Should you exercise this right, we will not unreasonably withhold requested materials or services.

### ***Security of your Personal Information***

Our systems and procedures are designed to prevent the loss, misuse, unauthorized access, disclosure, alteration or destruction of your information. We retain your information for as long as needed for our purposes and/or any legal or regulatory requirements.

### ***Privacy Questions, Comments or Requests?***

If you have a question, comment or other request pertaining to privacy, please contact us.

Citizens for Public Justice or Public Justice Resource Centre  
229 College Street, Suite 311, Toronto, ON M5T 1R4  
Email: [cpj@cpj.ca](mailto:cpj@cpj.ca) or [info@publicjustice.ca](mailto:info@publicjustice.ca)