

NOTICE OF COLLECTION

The Ontario Trillium Foundation (OTF) uses an online granting system when you register and provide information as an applicant and/or grantee, for managing and administering the grant information provided by your group/organization. As an agency of the Government of Ontario, OTF follows principles such as openness, transparency and accountability in our granting processes. The information your group/organization provides to OTF may be used and disclosed by OTF for the purpose of carrying out our mandate and the spirit of the *Freedom of Information and Protection of Privacy Act (FIPPA)*. For example, a member of the public could ask for documents related to a specific grant application. It is not unusual for notes, emails, memos, letters or other records to be part of a request.

We know that some of the information your group/organization provides may be sensitive or personal. We want you to know that OTF is committed to respecting the privacy rights of individuals and our practices are consistent with Ontario's privacy legislation. If we retain your personal information, we take the necessary precautions to protect it from unauthorized access, linkage, disclosure or alteration.

Contact the YOFAOTF team: yof@otf.ca

April 28, 2015