

PRIVACY POLICY

Island Coastal Economic Trust is committed to protecting personal information and to being transparent about how personal information is collected, used, disclosed, and safeguarded.

Island Coastal Economic Trust is a public body in British Columbia and is subject to the Freedom of Information and Protection of Privacy Act (FIPPA). This policy is intended to be clear, accessible, and consistent with the expectations placed on public bodies in British Columbia.

SCOPE

This Privacy Policy explains how Island Coastal Economic Trust manages personal information:

- when individuals visit or interact with our website; and
- when individuals communicate with us or participate in our programs and activities.

WHAT IS PERSONAL INFORMATION

Under FIPPA, *personal information* means recorded information about an identifiable individual, other than business contact information.

Business contact information is defined as information to enable an individual at a place of business to be contacted and includes the name, position name or title, business telephone number, business address, business email, or business fax number of the individual.

Contact information submitted as part of the Trust's grants or funding programs is generally considered business contact information and is not treated as personal information under FIPPA. This information is handled as confidential business information and is safeguarded in accordance with the Trust's information management practices.

Contact information submitted as part of email subscriptions or job applications is considered personal contact information and will be subject to any privacy requirements as stated in FIPPA.

COLLECTION OF PERSONAL INFORMATION

We collect personal information only where it is reasonably necessary to carry out our mandate and operations, and only as authorized under FIPPA.

Personal information may be collected when you:

- contact us by email, phone, or mail;
- subscribe to newsletters or updates;
- submit inquiries, applications, or other forms.

Examples of personal information may include your name, contact information, and other information you choose to provide.

USE OF PERSONAL INFORMATION

Personal information is used only for the purposes for which it was collected, or as otherwise permitted under FIPPA.

Uses may include:

- responding to inquiries;
- administering programs and funding initiatives;
- communicating information about Island Coastal Economic Trust's work and opportunities;
- improving our services and engagement.

WEBSITE ANALYTICS AND COOKIES

Google Analytics

Our website uses Google Analytics to collect aggregate information about website usage, such as:

- pages visited,
- time spent on the site,
- general geographic location (not precise location).

This information is used to help us understand how our website is used and to improve content and functionality. The information collected through Google Analytics is not used to identify individual users.

Cookies

Cookies are small text files stored on your device to support basic website functionality and analytics.

You may disable cookies through your browser settings. Disabling cookies may affect website functionality.

EMAIL NEWSLETTERS AND COMMUNICATIONS

Mailchimp

We use Mailchimp to manage email newsletters and communications.

When you subscribe to our newsletter, your name and email address are stored by Mailchimp and used only to distribute communications you have requested.

You may unsubscribe from our newsletters at any time using the unsubscribe link provided in each email.

Social Media Interactions

When you interact with Island Coastal Economic Trust through social media platforms such as Instagram, Facebook, or LinkedIn, those platforms may collect aggregate demographic and engagement information in accordance with their own privacy policies.

We may review this information at an aggregate level to understand general engagement trends and improve our communications.

Please do not provide unnecessary personal information or anybody else's such as name, email address, or phone numbers through your social media posts.

DISCLOSURE OF PERSONAL INFORMATION

Island Coastal Economic Trust does not sell, rent, or trade personal information.

Personal information may be disclosed:

- to service providers acting on our behalf (such as Mailchimp or website analytics providers), subject to confidentiality and security requirements;
- where disclosure is required or authorized by law;
- where necessary to protect the safety of individuals or the integrity of our operations.

SAFEGUARDS

Personal information is protected through reasonable administrative, technical, and physical safeguards. Access to personal information is limited to individuals who require it to perform their duties.

Personal information is stored in Canada unless otherwise identified at the point of collection.

FUTURE SYSTEMS AND TOOLS

As Island Coastal Economic Trust introduces new systems (such as a grants management or online application system), this Privacy Policy will be updated to describe:

- what personal information is collected;
- how it is used and protected; and
- where it is stored.

ACCESS TO INFORMATION AND CORRECTIONS

Subject to the limited exceptions set out in FIPPA, you have the right to:

- request access to records in the custody or control of Island Coastal Economic Trust, including your personal information; and
- request correction of personal information that you believe is inaccurate or incomplete.

PRIVACY BREACHES

In the event of a privacy breach, Island Coastal Economic Trust will take prompt steps to contain, investigate, and mitigate the incident. Where required by law, affected individuals and the Office of the Information and Privacy Commissioner of British Columbia will be notified.

CONTACT INFORMATION

Questions about this Privacy Policy, access to information, or privacy practices may be directed to: denice@islandcoastaltrust.ca.

UPDATES TO THIS PRIVACY POLICY

This Privacy Policy may be updated from time to time to reflect changes in legislation, technology, or organizational practices. The most current version will always be available on our website.

Adopted by Board: February 20, 2026