

Privacy Policy for Take a Pain Check Foundation Scholarship Program

Effective date: June 23, 2026

The Take a Pain Check Foundation Scholarship Program is an integral part of the organization's programming and works towards the overall mission of the organization to remove limitations & barriers for youth living with a rheumatic disease.

Take a Pain Check Foundation is committed to protecting the privacy of applicants, recipients, parents or guardians where applicable, referees, and other individuals whose personal information is collected for the scholarship program.

This policy explains what information may be collected, how it is used, when it may be shared, how it is protected, and how to make privacy requests. The policy is designed to reflect Canadian privacy best practices and the reality that non-profit organizations in Ontario may still have privacy obligations, particularly where personal information is handled in connection with commercial activities or service providers.

Scope

This policy applies to personal information collected, used, stored, disclosed, or otherwise handled for the administration of the Take a Pain Check Foundation Scholarship Program, including through online forms, email, interviews, reference checks, adjudication, award administration, communications, and recordkeeping. Ontario does not generally regulate the privacy practices of charitable or non-profit organizations under a single private-sector privacy statute. However, some activities may still be covered by federal law, including PIPEDA, where personal information is handled in the course of commercial activities.

Personal Information Collected

Depending on the scholarship stream and application requirements, the Foundation may collect:

- Identification and contact information, such as name, address, email address, telephone number, date of birth, and school information.
- Application information, such as essays, personal statements, academic history, extracurricular activities, career goals, financial need information, and supporting documents.
- Sensitive medical information voluntarily provided in the application, such as diagnosis, rheumatologist's name & contact, disability-related information, or information about lived experience.
- Information about parents, guardians, emergency contacts, or referees where that information is provided as part of the application.
- Technical information related to application submission, such as the date and time of submission and basic website or platform logs, where applicable.

The Foundation aims to limit collection to information that is reasonably necessary for identified scholarship purposes, consistent with recognized privacy principles.

Purposes for Collection and Use

Personal & medical information may be collected, used, and internally shared for the following purposes:

- receiving and processing scholarship applications;
- verifying eligibility and completeness of applications;
- contacting applicants, rheumatologists, parents or guardians where appropriate, referees, and selected recipients;
- assessing applications using staff, volunteers, committee members, or external reviewers who need the information for scholarship adjudication;
- administering interviews, selection decisions, scholarship payments, reporting, and follow-up communications;
- meeting legal, accounting, audit, insurance, and risk management requirements; and
- Improving scholarship administration, forms, and applicant experience.
- Reviewing program effectiveness & reach
- Contacting relevant parties about the organization's program & services

Privacy guidance for organizations handling personal information emphasizes defining purposes, obtaining meaningful consent, limiting collection and use, and making policies available to the public.

Consent

By submitting a scholarship application, the applicant consents to the Foundation's collection, use, and disclosure of personal & medical information as described in this policy and in the application materials. Where an applicant is under the age of majority or where meaningful consent cannot reasonably be obtained from the applicant alone, the Foundation may require consent from a parent or legal guardian. Privacy guidance on young people stresses that organizations should consider age, maturity, plain-language notice, and the ability of young people to provide meaningful consent.

Applicants should provide only the personal information requested or reasonably necessary to support their application. If an applicant provides personal information about another person, such as a referee, parent, or rheumatologist, the applicant is expected to have authority or consent to provide it for scholarship purposes. Said person should also be made aware that they may be contacted for validation, reporting or operational (financial, programming) reasons. This includes sharing programming opportunities with individuals, professionals and institutions.

Disclosure of Information

The Foundation does not sell applicant information or scholarship records. Personal information (name, address, email) may be disclosed only where reasonably necessary for scholarship administration or where required or permitted by law, including to:

- staff, board members, advisors, scholarship committee members, or volunteers with a need to know;
- service providers that host forms, cloud storage, email, payment, or administrative systems on the Foundation's behalf;
- financial institutions or payment processors for issuing scholarship funds;
- professional advisors, auditors, insurers, or regulators where necessary; and
- Other parties where disclosure is authorized by the individual or required by law.

Other non-identifying personal & medical information (diagnosis, city, school) may be used as necessary for reporting, financing, research and operations, in partnership with third parties subject to the organization's data protection policy and Canadian law.

Organizations are expected to protect personal information transferred to third-party service providers and to assess privacy risks associated with those arrangements. The organization will only share information necessary for the proper functioning of programming.

Young Applicants and Sensitive Information

Scholarship applications may involve young people and may include sensitive information, especially where an applicant describes health conditions, disability, financial need, or lived experience. Privacy guidance relating to young people recommends privacy by design, plain-language notices, careful retention, opportunities for correction, and the ability to withdraw information where feasible.

For that reason, the Foundation seeks to minimize the collection of sensitive information, requests only information relevant to the scholarship decision, and encourages applicants not to include unnecessary or highly personal details unless the scholarship criteria specifically require them.

Safeguards

The Foundation uses administrative, technical, and physical safeguards appropriate to the sensitivity of the information, which may include restricted access, role-based permissions, password protection, secure cloud platforms, confidentiality expectations for reviewers, and secure destruction practices.

No method of electronic transmission or storage is completely secure. While reasonable steps are taken to protect personal information, absolute security cannot be guaranteed. Inquiries about the organization's data protection scheme should be directed to the privacy email address below this letter.

Retention and Destruction

Personal information is retained only as long as reasonably necessary for scholarship administration, follow-up, audit, legal, and operational purposes, after which it is securely deleted, anonymized, or destroyed. Several steps are taken to protect the personal information of applicants, their referees & other participants:

1. Applications are secured via two-factor authentication
2. Personal & Medical information is anonymized for program judges to ensure fairness and respect applicants' privacy
3. All information can be deleted at the applicant's request or at the request of their parent, guardian, rheumatologist or referee, via email

As a practical guideline, the Foundation may retain unsuccessful application records for a limited period after the selection cycle closes, and may retain recipient records longer where needed for operational, tax, reporting, donor stewardship, impact measurement, or legal compliance.

Access, Correction, and Withdrawal Requests

Subject to legal or administrative limits, individuals may request access to their personal information, request correction of inaccuracies, or withdraw consent for certain future uses of their information. Privacy guidance identifies access, accuracy, and correction as core privacy protections, and specifically notes the importance of allowing young people to correct mistakes and, where possible, withdraw information they shared.

A request may affect the Foundation's ability to assess or continue administering a scholarship application where the information is necessary for those purposes.

Complaints and Questions

Questions, access requests, correction requests, withdrawal requests, or privacy complaints may be directed to the Foundation's designated privacy contact:

Privacy Contact

Email: natasha@takeapaincheck.com