Power to Girls Foundation — Privacy Policy

Effective date: [2013-11-13]
Last updated: [2026- 11- 01]

1. Who we are

Power to Girls Foundation ("Power to Girls," "we," "us") is a not-for-profit organization that provides mentorship, leadership, personal development and mental wellness programs for Black and marginalized girls in the Greater Toronto Area, Ghana and beyond.

This policy explains what personal information we collect, why we collect it, how we protect it, and the choices you have. It applies to our website [www.yourwebsite.org], our programs, camps, workshops and events, our podcast and social media pages, and our donation and volunteer processes.

We operate from two locations:

- **Canada:** Power to Girls Foundation. 100 Dundas St East , Mississauga ON
- **Ghana:** Power to Girls Foundation 13 Master Barnor St Osu Accra

The entity that runs the program you take part in, or that you donate to, is responsible for your information.

2. Information we collect

We collect only what we need to run our programs safely and to stay in touch with our community.

Who	What we collect	How
Program participants	Name, age or date of birth, school and grade, city/ community, contact details, emergency contact, allergies, dietary needs, relevant health or accessibility information, attendance, program feedback and survey responses	Registration and consent forms, sign-in sheets, surveys
Parents and guardians	Name, relationship to participant, phone, email, consent signatures	Registration and consent forms
Mentors, volunteers and staff	Name, contact details, resume or experience, references, availability, background or police check results where required	Applications, interviews, screening
Donors and sponsors	Name, contact details, donation amount and date, receipt details, communication preferences	Donation forms, payment processors, events
Website visitors and subscribers	Email address, form submissions, device and usage data, cookies	Website forms, newsletter sign-up, analytics tools
Podcast and anonymous question users	Voice messages or questions you choose to send	Podcast platforms and question tools

We do not ask for more sensitive information (such as health or mental wellness details) than a program needs. Where a mental wellness program involves sharing personal experiences, what a participant says in a session is not recorded or written into her file unless needed for her safety.

3. How we use information

We use personal information to:

- Register participants and run programs, camps, workshops and events
- Keep participants safe, including responding to emergencies and meeting accessibility or dietary needs
- Match girls with suitable mentors and screen volunteers and staff
- Communicate with participants, parents, guardians, volunteers and donors
- Process donations and issue tax receipts where applicable
- Measure and improve our programs and report results to funders, usually in summary form with no names
- Meet legal, insurance, financial and reporting obligations

We do not sell, rent or trade personal information. We do not use participants' information for advertising.

4. Protecting girls under 18

Most of the people we serve are minors, so we hold their information to a higher standard.

- **Parent or guardian consent.** For participants under 18, we collect personal information with the consent of a parent or legal guardian, except where a participant is old enough to consent herself under the law that applies and the program allows it [confirm age thresholds with counsel for Ontario and Ghana].
- **Need-to-know access.** Only staff and screened mentors who need a participant's information to support her can see it.
- **Mentor boundaries.** Mentors may not collect, share or post a participant's personal details, photos or contact information outside approved program channels.
- **Online spaces.** Online sessions and digital tools are moderated by staff. We ask participants not to share home addresses, school names or other identifying details in group spaces.
- **Safety exceptions.** If we believe a girl is at risk of serious harm, we may share information with parents or guardians, child protection services, health providers or police, as the law requires or allows.

If you believe we have collected information about a child without proper consent, contact us (Section 12) and we will review and, where appropriate, delete it.

5. Consent and legal basis

We collect, use and share personal information with your consent, or where the law permits or requires it without consent.

- In **Canada**, we follow the principles of the *Personal Information Protection and Electronic Documents Act* (PIPEDA) and applicable Ontario law, and we send marketing emails in line with Canada's Anti-Spam Legislation (CASL).
- In **Ghana**, we process personal data in line with the *Data Protection Act, 2012 (Act 843)* and are registered with the Data Protection Commission [confirm registration number].

Consent may be express (for example, signing a registration form) or implied where reasonable (for example, giving us your email to receive a donation receipt). You may withdraw consent at any time, subject to legal or contractual limits. If you withdraw consent, we may no longer be able to offer certain programs or services, and we will tell you if so.

6. Sharing and disclosure

We share personal information only when needed, and only the minimum required:

- **Service providers** who help us operate, such as website hosting, email, donation processing, cloud storage, registration and survey tools. They may use the information only to provide services to us and must protect it.
- **Program partners and funders**, usually in anonymized or summary form. We share identifiable information with a partner only with consent (for example, a partner running a workshop who needs an attendance list).
- **Between our Canadian and Ghanaian entities**, where needed to run joint programs.
- **Legal and safety reasons**, when required by law, court order or regulator, or to protect someone's safety.
- **Organizational change**, if Power to Girls merges with or transfers its programs to another not-for-profit, subject to this policy's protections.

7. Photos, videos and stories

We love sharing our community's moments, but only with permission.

- We take photos, video or audio at programs and events only with signed media consent. For girls under 18, a parent or guardian must sign, and we also ask the girl herself.
- Families can choose their level of consent: no media, internal use only, or public use (website, social media, reports, funders).
- We do not publish a participant's full name, school, home community or other details that could identify where she lives, alongside her image.
- Stories and testimonials are shared only with consent, and we can use a first name or pseudonym.

- You can withdraw media consent at any time. We will stop new uses and remove content we control, though we cannot recall printed materials already distributed or content others have reshared.

8. Donations and payments

Online donations are handled by third-party payment processors [e.g., CanadaHelps, Stripe, PayPal, Mobile Money provider]. We do not store full credit card or mobile money account numbers on our systems. We keep donation records (name, amount, date, receipt details) as required for financial and tax reporting.

If you donate, we may thank you and send updates about our work. You can opt out of these messages at any time. We never sell or exchange donor lists with other organizations. Donors may ask to be listed anonymously in any public recognition.

9. Cookies and website analytics

Our website uses cookies and similar tools to keep it working and to understand how visitors use it (for example, which pages are popular). We use [Google Analytics / other tool] and collect usage data in aggregated form where possible.

You can block or delete cookies in your browser settings; some site features may not work as well. Our website and social media pages may link to other sites, such as podcast platforms, Instagram or app stores. Those sites have their own privacy policies, and we are not responsible for their practices.

10. Security, retention and international transfers

Security. We protect personal information with safeguards suited to its sensitivity, including password-protected and access-controlled accounts, locked storage for paper forms, staff and volunteer confidentiality agreements, and privacy training. No system is completely secure; if a breach creates a real risk of significant harm, we will notify affected people and the relevant regulator as the law requires.

Retention. We keep information only as long as needed for the purpose it was collected or as required by law. Typical periods [confirm with counsel]:

Record	Kept for
Participant registration and consent forms	3 years after last program
Incident and safety reports	7 years, or longer if required
Donation and tax receipt records	7 years
Volunteer and staff screening records	3 years after role ends]
Newsletter subscriptions	Until you unsubscribe

When records are no longer needed, we securely delete or shred them, or anonymize them.

International transfers. Because we operate in Canada and Ghana and use online service providers, your information may be stored or accessed outside the country where you live, including in the United States. It may then be subject to the laws of that country. We take reasonable steps, including contracts with providers, to keep it protected.

11. Your rights

Depending on where you live, you (or a parent or guardian acting for a minor) have the right to:

- Ask whether we hold your personal information and get a copy
- Ask us to correct information that is inaccurate or incomplete
- Withdraw consent or object to certain uses, including marketing
- Ask us to delete information we no longer need
- Ask how your information has been used or shared
- Complain to us, and to a regulator

To make a request, contact our Privacy Officer (Section 12). We may need to verify your identity, and we will respond within 30 days or the time the law requires. We may decline a request where the law allows, for example if releasing information would reveal someone else's personal details; we will explain why.

If you are not satisfied with our response, you can contact the **Office of the Privacy Commissioner of Canada** (priv.gc.ca) or Ghana's **Data Protection Commission** (dataprotection.org.gh).

12. Changes and contact us

We may update this policy as our programs, tools or the law change. We will post the new version on our website with a new "Last updated" date, and notify participants, families and donors directly of significant changes.

Questions, requests or concerns can go to our Privacy Officer:

Power to Girls Foundation
Email: info@powertogirls.com

Email Ghana : info.gh@powertogirls.com