



**NORTH BAY
INDIGENOUS
FRIENDSHIP
CENTRE**

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Website Privacy and Application

1. Purpose

The *Website Privacy and Application Policy* was developed to ensure the NBIFC protects the privacy, accuracy and reliability of any personal information users choose to provide or share through our website.

2. Scope

The *Website and Application Privacy Policy* applies to any individual visiting the NBIFC website or application.

3. Definitions

- 3.1 **Website** is a publicly accessible site through the Internet or “World Wide Web” that contains web pages of content comprised of text, images, audio and video;
- 3.2 **Application** which is referred to as an “app” is software application designed to run on portable devices such as smartphones and tablets;
- 3.3 **Users** are individuals who visit and interact with the website or app;
- 3.4 **Personal Information** is information that can be used to identify an individual;
- 3.5 **Non-Personal Information** is information that alone, cannot be used to identify users;
- 3.6 **Internet Protocol (IP) Address** is a number automatically assigned to users’ computers when they access the Internet;
- 3.7 **“Cookies”** are small text files that recognize repeat visitors, allow ongoing access and determine visiting patterns;
- 3.8 **Internet Tags (GIF’s)** are smaller than cookies and tell the website server information such as the IP address and browser type related to a user’s computer;

3.9 **Hyperlinks (or links)** include data that users can follow automatically. The data includes web pages, documents, audio and video files.

4. Responsibility

4.1 The Executive Director must:

4.1.1 Ensure that the NBIFC *Website Privacy and Application Policy* is submitted to web or media developer to add on any new applications;

4.1.2 Ensure that the policy is reviewed after any legislative changes to privacy and/or the collection of personal information; and

4.1.3 Comply with the authorities should personal information be requested;

4.2 The Executive Director must:

4.2.1 Develop and/or update procedures, when necessary, in accordance with this policy.

5. Policy

5.1 Introduction

5.1.1 The NBIFC is committed to protecting the privacy, accuracy and reliability of any personal information users choose to provide through this website. This policy describes NBIFC's personal information privacy practices.

5.1.2 By accessing this website you are agreeing to be bound by the terms and conditions of this policy. If you do not agree with these terms and conditions, please exit this website and do not disclose any personal information through this website or access any other pages. Changes may be made at any time to this policy without prior notice.

5.2 Personal Information

5.2.1 Personal information is information that can be used to identify an individual. The NBIFC collects name, address, telephone number, and e-mail address.

5.3 Use of Personal Information

5.3.1 NBIFC uses personal information to provide relevant information and services that users request and/or to contact users regarding any news, events or other activities.

5.3.2 If users provide personal information and later decide that they do not want it used for these purposes, they may have their information removed by contacting the NBIFC.

5.4 Disclosure of Personal Information

5.4.1 The NBIFC will not provide or share your information with third parties unless:

- a. You authorise us to share the information;
- b. Sharing the information is necessary to process a donation and/or sale; or
- c. We are required by law.

5.5 Access to Personal Information

5.5.1 If users would like to access their personal information or request that their personal information be removed from NBIFC's website, they can contact NBIFC through email or mail (listed at the bottom of this document). NBIFC will provide access to this information, correct any factually inaccuracies identified and remove information as requested.

5.6 Privacy and the Internet

5.6.1 NBIFC also collects information that, alone, cannot be used to identify users (referred to as "non-personal information") through this website. These include anonymous survey responses, IP addresses, cookies, internet tags and other data.

5.6.2 An Internet Protocol (IP) address is a number automatically assigned to users' computers when they access the Internet. This number does not identify the user's name, email address or other personal information. This information may be used to measure site traffic, to understand how people use this website and how to improve the website or other services we provide.

5.6.3 "Cookies" are small text files that recognize repeat visitors, facilitate ongoing access to some sites and allow sites to understand how and when pages are visited and by how many people. Users who are concerned about the use of cookie technology may opt to enable a feature in their browser software that will erase cookies, block cookies or warn the user before cookies are stored or exchanged. This website may not function properly if cookies are disabled.

5.6.4 Internet tags (GIF's) are smaller than cookies and tell the website server information such as the IP address and browser type related to a user's computer. Tags may indicate how many times a page is opened and which information is consulted.

5.6.5 Navigational data are used for system management, to improve the content of the site, for market research purposes and to communicate information to visitors. This may include the website you came from, your browser type, domain name and time and date of access.

5.7 Links to Other Sites

5.7.1 This website may contain links to other sites. These links are for your convenience and information only and does not constitute an endorsement or recommendation of the site. This privacy policy no longer applies when you leave this site by way of a link.

5.7.2 If you have any questions about this privacy policy, you can contact the Executive Director either in person at 980 Cassells Street; by phone at 705-472-2811 ext. 201 or email at director@nbifc.org