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|  | | Statement | Reference: |
| | | Approval Date: 15 June 2010 | Effective Date: 30 June 2010 |
| Title: | Privacy Statement | | |
| Responsibility: | FOI Officer | Classification: | Public |
| Applies to: | All Staff, Students and General Public | | |

1.0 Purpose

The Wellington Catholic District School Board (the Board) is committed to respecting the privacy of our staff, students, and visitors to our web sites. This page summarizes the privacy policy and practices of the Board.

2.0 Scope

This document applies to all students, staff and the general public that use any of the services or web sites managed by the Board.

Our management of personal information is governed by the Municipal Freedom of Information and Privacy Act (MFIPPA).

By using any of our services or sites, you agree to abide by this privacy statement. If at any time requests for any personal information, such as an email address, are made, you agree to the collection, storage and use of this personal information about you, in accordance with this statement.

Our web sites may contain links to other sites. The Board is not responsible for the content or the privacy practices of other web sites or organizations. You are encouraged to examine each site's privacy policy and disclaimers and make your own decisions regarding the accuracy, reliability and correctness of material and information found.

3.0 Details

Privacy Statement

The Board web sites do not automatically gather any personal information from you, such as your name, phone number, or e-mail address. This information is only obtained if you provide it voluntarily, through contacting us via e-mail, or through an online form.

The Board uses personal information only for its own internal purposes, such as to deliver services to you and others; administer our website and hosted intranet sites, provide technical support, or to contact or send information to you or other members of your group. Your personal information will only be used for the purpose for which you intended and will not be released to anyone else. We will not sell, rent or release personal information to third parties.

We may use demographic or usage data that is aggregated from personal information you provide or we collect. Such data will be compiled in a way that protects individual personal information.

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When you browse the Board websites our servers automatically collect some computer information, navigation and clickstream data.

Some of the information collected does not identify who you are. Other information, such as your domain name or IP address, may identify you depending on the naming standards followed by your Internet service provider. You may wish to ask them about their policies and practices.

While we make no attempt to link the information captured to the identity of individuals, the information captured does identify the following:

1. The Internet domain and IP address from which you access our web site;
2. The type of browser and operating system used to access our site;
3. Screen resolution of your monitor;
4. The date and time you access our site;
5. The pages you visit; and
6. If you linked to the Board web site from another web site, the address of that web site.

This information is used to help us make our site more useful to our audiences by learning about the number of visitors to our site, and by monitoring traffic patterns and the types of technology our visitors use.

We do not track or record information about specific individuals and their visits.

Information is not disclosed to anyone except Board staff who need the information for legitimate business purposes such as responding to a request or if required to do so by law or in the good faith belief that such action is necessary to: (a) conform to the edicts of the law or comply with legal process served on the Board or the site; (b) protect and defend the rights or property of the Board; and, (c) act under exigent circumstances to protect the personal safety of users of the Board, or the public.

The Board reserves the right to block access to and from inappropriate internet domains, email addresses or websites.

Use of Cookies

The Board web sites use "cookies" to help you personalize your online experience. A cookie is a text file that is placed on your hard disk by a Web page server. Cookies cannot be used to run programs or deliver viruses to your computer. Cookies are uniquely assigned to you, and can only be read by a web server in the domain that issued the cookie to you. You have the ability to accept or decline cookies. Most web browsers automatically accept cookies, but you can usually modify your browser setting to decline cookies if you prefer. If you are concerned about the use of cookies,

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you can refer to the help information in your browser software for information on how to disable cookies. If you wish to delete cookies from your machine, consult your browser's help files for instructions on how to do so.

Getting More Information

For questions or comments regarding this policy, or for additional information about the administration of the *Freedom of Information and Protection of Privacy Act*, contact the Board's Freedom of Information Officer.

4.0 History/Revision Dates

The Board will occasionally update this Statement of Privacy to reflect regulatory and organizational requirements, and user feedback.