



## Union Water Supply System Joint Board of Management

POLICY No: UW M10 - Privacy Policy for UWSS Website

Date Adopted: April 15, 2020

Amended:

**Subject:** Privacy Policy for the Union Water Supply System website [www.unionwater.ca](http://www.unionwater.ca)

**WHEREAS** The Union Water Supply System Joint Board of Management has enacted Policy No. UW M10;

**WHEREAS** The Union Water Supply System ("UWSS") Joint Board of Management is committed to respecting your privacy and protecting your personal information. We have taken the appropriate measures to protect the privacy of any personal information that you provide to us or that we collect when you visit our website.

**WHEREAS** The UWSS's privacy practices are governed by the Municipal Freedom and Privacy Act, which states how we must protect personal information.

### Collection and Use of Information

When you browse our website, we typically do not ask you to provide your personal information to us. In the event that personal information needs to be provided to us - for example, when sending information through the "contact us" button, the collection will be limited to that which is absolutely necessary for that form.

Our servers do automatically collect limited amounts of standard and anonymous information through the use of cookies for traffic monitoring, marketing and statistical purposes when individuals visit our website. The standard types of information collected may include:

- Internet Protocol (IP) address
- Browser type
- Operating system
- Date and times of visits
- Referring website address

This information is not used to personally identify the user.

### Disclosure

The UWSS is the sole owner of the information collected through our website. We do not exchange, rent, sell, or otherwise disclose your personal information to any outside organization or person unless the disclosure is required by law.

### Security of Personal Information

The UWSS is committed to ensuring the integrity and confidentiality of the personal information you provide to us. We use security software, procedures and encryption protocols such as the use of Secure Socket Layer (SSL) protocol to protect your personal information from unauthorized access, use or disclosure.

### **Use of Cookies**

When a user interacts with the UWSS website, a browser feature called a "cookie" may be used to collect certain types of information. A cookies is a small data file that websites write to your hard drive when you visit them.

A cookies file can contain information such as:

- the user ID that the site uses to track the pages you have visited
- your ID and password for a page on our site
- the options you have selected on a page that can be customized

The only personal information a cookies can contain is information you supply yourself. A cookie cannot read data off your hard disk or read cookie files created by other sites.

If you have set your browser to warn you before accepting cookies, you will receive the warning message with each cookies. You can refuse cookies by turning them off in your browser. This may disable some features on our site, but all content will remain available to you. You can check your browser's "Help" files to learn more about cookies.

### **Freedom of Information and Privacy Inquiries**

If you a user has a question or concern with a particular UWSS web page that asks for your personal information, please contact the UWSS through our "contact us" page. If you have a general concern about the collection, retention, use and disclosure of your personal information through this site, or by the UWSS in general, again please contact us through our "contact us" page.

If you would like further information regarding the Municipal Freedom of Information and Protection of Privacy Act and the Personal Health Information Protection Act, visit the website of the [Information and Privacy Commissioner of Ontario](#).

Information pertaining to Canada's private sector privacy law, the Personal Information Protection and Electronic Documents Act can be found on the website of the [Office of the Privacy Commissioner of Canada](#).

This policy has been enacted on this \_\_\_\_\_ day of April, 2020

Hilda MacDonald, Chair

Rodney Bouchard, Manager