



## Union Water Supply System Joint Board of Management

POLICY No: UW M10 - Privacy Policy for UWSS Website

Date Adopted:

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 we collect when you visit our website.

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

**NOW THEREFORE** the UWSS Joint Board of Management Board enacts the following:

### **Collection of Information**

UWSS only collects personal information through its website that is necessary for the administration of a lawfully authorized purpose in accordance with section 28(2) of the Municipal Freedom of Information and Protection of Privacy Act.

When you browse our website, we collect the following information:

- Our servers automatically collect standard analytic information, which may include, as examples:
  - Internet Protocol (IP) address.
  - Browser type
  - Operating system
  - Date and times of visits
  - Referring website address
- We have certain features on our website. For example, you can send us an email. Our features change from time to time as we make improvements to our website. Depending on which feature you use, we collect additional personal information, such as for examples, your name, phone number, email address and any comments you wish to make.

## **Use of Information**

Personal information collected through our website is used as follows:

- Insofar as website analytics to:
  - fix errors on our website
  - defend against malicious attacks
  - generate website usage statistics
  - improve service delivery in general
- Insofar as information collected through our website features, to fulfill the purposes of those features. At the time of collection, you will be informed of the specific purpose for which personal information is being collected.
- For any other purposes permitted or required by law.

## **Disclosure**

We do not exchange, rent or sell your personal information to any outside organization or person.

We only disclose your personal information for the purposes for which it was collected or as permitted or required by law.

## **Security of Personal Information**

The UWSS is committed to ensuring the integrity and confidentiality of the personal information collected through our website. 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 cookie 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

If you have set your browser to warn you before accepting cookies, you will receive the warning message with each cookie. 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.

### **Privacy Inquiries**

If you have a concern about the collection, retention, use and disclosure of your personal information through this site, 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 visit the website of the [Information and Privacy Commissioner of Ontario](#).

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

Hilda MacDonald, Chair

Rodney Bouchard, Manager