



Newfoundland and Labrador Association for Community Living

Privacy Policy

This policy applies to NLACL's (Newfoundland and Labrador Association for Community Living) website (www.nlacl.ca). The integrity and security of users and members' personal information is of great importance to NLACL. We take every reasonable step to safeguard the privacy of our users, participants, members, funders, donors, parents/guardians and volunteers, while delivering quality service. This Privacy Policy is designed to comply with applicable privacy legislation in Canada. It is also designed to help individuals understand how their personal information is managed on the NLACL website. By visiting our website, you accept the practices described in this privacy policy, which addresses NLACL's treatment of personal information that is collected when you are on the NLACL website or when you use NLACL's services.

1. Information collected

The only personal information collected through the NLACL website is the information you volunteer.

2. Purpose of information collected

NLACL collects uses and/or discloses personal information for the purposes identified at the time of collection, including the following purposes or as otherwise permitted or required by applicable law:

- Registration with NLACL and sign-in to our website;
- Establishing and maintaining relationships with participants, members, funders, donors, parents/guardians and volunteers;
- Managing, developing and enhancing NLACL operations, programs and services;
- Processing and collecting fees for service;
- Assessing participants needs;
- Collecting data for statistical purposes;
- Contacting former participants for the purposes of creating an alumni or for inviting them to participate in surveys;
- Providing information about programs, services, and philanthropic activities;
- Meeting legal, regulatory and contractual requirements with funders.
- Any other purpose for which we have your consent.

3. Confidentiality/Security

NLACL endeavours to maintain appropriate physical, procedural and technical security with respect to its offices and information storage facilities to prevent any loss, misuse, unauthorized access, disclosure, or modification of Personal Information. This also applies to our disposal or destruction of Personal Information.

4. Sharing Information and Disclosure

NLACL will not sell, rent or exchange your personally identifiable information with other organizations or individuals. We will not disclose your personal information to anyone else without your prior knowledge or consent.

NLACL may disclose personally identifiable information about you without prior knowledge or consent to or for the following:

- To a NLACL lawyer or other legal representative of NLACL;
- To collect a debt owed to NLACL;
- Comply with a subpoena, warrant or other court order, or as may be otherwise required by law;
- In circumstances otherwise permitted by law;
- When we find that a user's actions on our website violate our *Terms and Conditions of Use*.

Where obliged or permitted to disclose information without consent, NLACL will not disclose more information than is required.

5. Accuracy

NLACL endeavours to ensure that any personal information provided by its users, participants, members, funders, donors, parents/guardians and volunteers and in its possession is as accurate, current and complete as necessary for the purposes for which NLACL uses that information. If we become aware that Personal Information is inaccurate, incomplete or out of date, NLACL will revise the Personal Information to ensure that they are up-to-date.

6. Links

The NLACL website may contain links to other websites. NLACL is not responsible for the privacy practices of those other websites nor do we endorse the materials presented on websites that are not owned and operated by NLACL. We encourage visitors to review each website's privacy policy before disclosing any personally identifiable information.

7. Cookies

As with most websites, certain non-personal information is recorded by the standard operation of our servers ("cookie" technology). This information is used to measure and monitor the use of our website and to improve its content. The "cookie technology" does not personally identify you or extract any

information from your computer. Data which would personally identify you is known only when voluntarily submitted.

Most Internet browsers are initially set to accept cookies. If you do not wish to accept cookies, you can set yours to refuse cookies or to alert you when cookies are being sent.

8. Questions

In the event you have questions about NLACL Privacy Policy, access to personal information, or the collection, use, management or disclosure of Personal Information, you may contact the NLACL Executive Director at the address below.

NLACL
Executive Director
P.O. Box 8414
74 O'Leary Avenue
St. John's, NL A1B 3N7

9. Revisions to this Privacy Policy

NLACL will from time to time review and revise its privacy practices and this Privacy Policy. In the event of any amendment, an appropriate notice will be posted on NLACL website. Policy changes will apply to the information collected from the date of posting of the revised Privacy Policy to NLACL website as well as to existing information held by NLACL.