AD15 – CALA Privacy Statement for Individuals Visiting www.cala.ca

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CALA

We are committed to respecting the personal privacy of individuals who visit the CALA website. This section summarizes the Website privacy policy and practices of CALA:

- CALA does not automatically gather any personal information from you, such as your name, phone number, or email or street address during your visit to our Web sites. This information is only obtained if you supply it voluntarily, usually through contacting us via email, or registering in a secure part of the site.

- Personal information may be collected from you when you purchase or interact with us about a product or service that we offer (example: when you register for a training course). You will be told the reason that the information is being collected and how you may exercise your right of access to that information. The information is not disclosed to anyone except our staff who need the information to respond to your request. We do not use the information to create individual profiles, nor do we disclose the information to any party inside or outside CALA unless authorized by law. All personal information you provide is retained for as long as is necessary to fulfill the purposes for which it was collected as permitted and/or required by law and is protected under the federal Privacy Act.

- Our main Web server does not use cookies or use other session management methods to collect personal data about visitors to our Website. Technology dictates that the server is aware of a visitor's ISP (Internet service provider), but this gives us no information of any kind about the individual user. You will be notified before cookies are used.

- CALA may use third-party vendors who may place and access cookies on your browser. The placement of third party cookies on your browser is subject to the terms, conditions and policies of such third-party vendors. You may choose to set your computer to reject cookies if you desire. However, If you refuse to accept cookies, you may not be able to use some of the features available from the third party vendor's website.

- Our web hosting ISP uses software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage. This software receives and records the IP (Internet protocol) address of the computer that has contacted our site. Our web hosting ISP does not attempt to link these addresses with the identity of individuals visiting our Website unless an attempt to damage the site has been detected.

- Questions or comments about this privacy policy, or our administration of the Privacy Act may be directed to our Privacy Officer at 613-233-5300.