

## **PWSA's Privacy Policy Statement**

### **Our Commitment**

PWSA is a Canadian, non-for-profit organization that does not carry on commercial activity. PWSA seeks to promote an inter-disciplinary, diverse and inclusive mentoring environment in which professional women can share ideas and solutions to the issues we each face as women in the professional work environment and our personal lives. However, PWSA does recognize the value of privacy for those we deal with either as members or sponsors. Accordingly, PWSA has also designed its procedures to eliminate the use, disclosure and/or collection of personal information from any member, sponsor or supporter.

With respect to any general information that we use, collect and/or disclose from you, we have asked that it be solely business contact or business related information, so as not to intrude upon your privacy. Accordingly, we have assumed that all general information that you provide is not personal information. In the future, we may amend our policy but before we ask you to provide us with personal information, we shall advise you as to how we intend to use, collect and/or disclose your personal information.

### **Defining Personal Information**

Personal Information is information about an identifiable individual as defined from time to time in applicable Canadian (including federal, provincial and territorial) privacy legislation.

Generally speaking, personal information is any information that can be used to distinguish, identify or contact a specific individual. This information can include an individual's opinions or beliefs, as well as facts about, or related to, the individual. Exceptions: business contact information and certain publicly available information, such as names, addresses and telephone numbers as published in telephone directories, are not usually considered personal information.

Where an individual uses his or her home contact information as business contact information as well, we consider that the contact information provided is business contact information, and is not therefore subject to protection as personal information.

### **Terms of Use**

By accessing our website, you, the user, agree to the terms and conditions we set out here. These terms and conditions may change at our discretion from time to time, and without notice.

Use of this website are governed by the laws and the courts of the province of Ontario and by the applicable laws of Canada. The user is also responsible for complying with these laws.

We may correct errors or inaccuracies and change or update information on this website at any time without notice.

## **Privacy Practices**

We do not rent or sell personal information to any other organization.

## **Copyright Considerations**

All textual and graphic content on this site, its organization and presentation, and the organization and domain name are the PWSA's copyrighted property. The materials on this site may not be copied, reproduced, posted, or republished in any way. They may be downloaded, displayed, or printed by the user for non-commercial and lawful personal use only. Otherwise, the re-publication or use of these materials on any other website without prior written consent from us is prohibited, and all rights are reserved.

The trademarks, logos, and service marks displayed on this site are registered and unregistered trademarks of the PWSA.

Images of people used on this site are used with permission or in accordance with applicable law. Reuse of them without permission may violate the privacy and publication rights of those persons.

## **Linked Content**

All of the information on the PWSA website is of a general nature for informational purposes only, and does not necessarily represent the views or opinions of PWSA or its membership on any particular matter. Although every effort is made to ensure that the information contained in on this site is accurate, relevant and up-to-date, the reader should take such actions as she/he deems are necessary to verify the currency and accuracy of such information and, where appropriate, not act upon it without obtaining appropriate professional advice and/or assistance.

## **User-Provided Content**

By submitting content, users warrant that they have full right and authority to submit that content. Users may not contribute, post or transmit unlawful, defamatory, or threatening material, that which would constitute or encourage criminal offenses, or violate any law. We reserve the right not to publish, or to remove, any content we deem inappropriate for any reason whatsoever.

## **Liability**

Although the PWSA will use its best efforts to ensure the site is current and contains no inaccuracies or errors, no guarantees are made that the site's content will be error-free, accurate, complete or current at all times. When an error is discovered, the PWSA will correct it as soon as possible.

The PWSA is not responsible for lost, incomplete, illegible, misdirected or stolen messages or mail, unavailable connections, failed, incomplete, garbled, or delayed transmissions, online failures, hardware, software, or other technical malfunctions or disturbances.

## **Website**

When submitting information to us, please do not provide us with personal information. Please utilize business contact information only.

### **Updating of this Privacy Policy**

We regularly review our privacy practices for our various activities, and update our policy. Please check the PWSA website on an ongoing basis for information on our most up-to-date practices.

### **Contact Information**

Questions, concerns or complaints relating to PWSA's privacy policy on the treatment of personal information can be addressed by writing to:

### **Privacy Laws**

Further information on privacy and your rights in regard to your personal information may be found on the Web Site of the Privacy Commissioner of Canada at [www.privcom.gc.ca](http://www.privcom.gc.ca)

### **About PWSA Web Site**

PWSA web site may in the future use technology features such as log-in registration, cookies, or click through tracking software.

PWSA may use tools that log information such as visitor web site IP addresses and browser types. This information is used for analysis purposes and to provide better service for users.

### **Use of Cookies**

A "cookie," is a block of text the site places in a file on your computer's hard drive to track your activity. While a code in the cookie file enables the site to label you as a particular user, it doesn't identify you by name or address unless you've provided the site with such information or set up preferences in your browser to do so automatically. Newer versions of browser software let you decide whether you want to receive cookie files, and some programs notify you when a web site is about to deposit a cookie on your hard drive. You can check for cookies on your computer. If you have a PC, look for a file on your hard drive called "cookies.txt" or for a file labelled "magic cookies" if you have a Macintosh. You can delete these files from your hard drive. There are also utility software programs (called "cookie cutters" or "anonymizers") that allow you to edit cookie files selectively within Web browsers. To the extent that you provide the site with your name or address, please only provide your business contact information.

### **External Links**

PWSA, solely for your convenience, has provided links to certain websites. However in providing you with these links, PWSA is not responsible for the material, information or views contained in or linked to at the various websites, which are the responsibility of the relevant third party providers nor are we responsible for any personal information used, disclosed or collected by such links.

### **Contacting PWSA**

If you have any questions about the practices of this site, or your dealings with any PWSA Web sites, please contact:

M. Virginia MacLean via email [vmaclean@willmsshier.com](mailto:vmaclean@willmsshier.com)

These addresses may use for general inquires about PWSA, to update/change your contact information, or to be removed from any mailing lists