**CDRIN Privacy Statement**

The CDRIN Privacy Policy, reflects our duties under Part 1 of the [*Personal Information Protection and Electronic Documents Act*](http://laws-lois.justice.gc.ca/eng/acts/P-8.6/index.html) to use information fairly, keep it secure, make sure it is accurate, and keep it up to date.

By entering and using this website you are deemed to accept the provisions of this policy.

This policy applies to all the pages hosted on this site. It does not apply to pages hosted by linked organizations, partners, or to other organizations to which we may provide a link and whose privacy policies may differ.

Please read the following to understand how your personal information will be treated.

The policy may change from time to time so please check back periodically.

This policy will answer the following questions:

1. What information does CDRIN collect?
2. Where do we store your personal data?
3. How is your information used?
4. Does CDRIN share your information?
5. How secure is the information you give us?
6. How can you access, correct or delete your data?
7. How do you opt out of receiving messages from CDRIN?
8. How can you find out more about your rights under the [*Personal Information Protection and Electronic Documents Act*](http://laws-lois.justice.gc.ca/eng/acts/P-8.6/index.html)?

This policy (together with our terms of use and any other documents referred to on it) sets out the basis on which any personal data we collect from you, or that you provide to us, will be processed by us. Please read the following carefully to understand our views and practices regarding your personal data and how we will treat it.

Our security measures and this policy are reviewed on a regular basis. If you have any questions relating to this policy, please address them to:

Chief Privacy Officer

E-Mail: info@cdrin.org

Phone 613-722-6521 x6273

Fax. 613-792-3935

1. **What information do we collect?**

We collect personal information (including demographic and personal profile data) as volunteered by CDRIN members in membership registration forms. CDRIN also collects the following (non-identifying) information:

* the internet domain and IP addresses from which you access the website
* the type of browser (for example Internet Explorer or Firefox)
* the operating system you use (for example, Windows, Macintosh)
* the date and time of your visit
* the pages you access

CDRIN may also place internet “cookies” on your hard drive. These cookies may save data about you such as your name and the pages of the website that you viewed.

* Browser Session Cookie
* This cookie is set by the website when a user logs into their member secure account and is an essential cookie for the operation of the members area. This cookie does not display any identifiable or tracking information and is deleted when the user closes their browser
* Google Analytics and WebTraffiQ
* These cookies are used to collect information about how visitors use our site. We use the information to compile reports and to help us improve the site. The cookies collect information in an anonymous form, including the number of visitors to the site, where visitors have come to the site from and the pages they visited.
* You may decline, disable or delete the internet cookies while visiting the website by activating the relevant browser setting. However, doing so may affect the website functionality.

**2. Where do we store your personal data?**

The data that we collect from you may be transferred to, and stored at, a destination outside Canada. By submitting your CDRIN Membership form, you agree to this transfer, storing or processing. We will take all steps reasonably necessary to ensure that your data is treated securely and in accordance with this privacy policy.

From time to time, we may restrict access to some parts of our site, or our entire site, to users who have registered with us.

If you choose, or you are provided with, a user identification code, password or any other piece of information as part of our security procedures, you must treat such information as confidential, and you must not disclose it to any third party. We have the right to disable any user identification code or password, whether chosen by you or allocated by us, at any time, if in our opinion you have failed to comply with any of the provisions of these terms of use.

You must not attempt to gain unauthorized access to our site, the server on which our site is stored or any server, computer or database connected to our site.

Unfortunately, the transmission of information via the internet is not completely secure. Although we will do our best to protect your personal data, we cannot guarantee the security of your data transmitted to our site; any transmission is at your own risk. Once we have received your information, we will use strict procedures and security features to try to prevent unauthorized access.

**3. How is your information used?**

CDRIN uses the information to help us understand more about how people use our site and to make improvements. We also use the information for communication purposes:

* To ensure that content from our site is presented in the most effective manner for you and for your computer.
* To provide you with information, products or services that you request from us or which we feel may interest you, where you have consented to be contacted for such purposes.
* To carry out our obligations arising from any contracts entered into between you and us.
* To allow you to participate in interactive features of our service, when you choose to do so.
* To notify you about changes to our service.

**4. Does CDRIN share your information?**

The information you provide will not be sold or rented nor will it be shared with third parties unless we have your permission or are required to disclose the information by law.

**5. How secure is the information you give us?**

CDRIN uses industry standard efforts to safeguard the confidentiality of your personally identifiable information, such as firewalls and Secure Socket Layers. We make every effort to protect the loss, misuse, and alteration of the information under our control. However, no data transmission over the Internet can be guaranteed to be 100 percent secure.

**6. How can you access, correct or delete your data?**

Website User Accounts

You can access, correct or delete your personal data by logging in to your user account and making the necessary changes. You should promptly update your personal information if it changes or is inaccurate.

**7. How do you opt out of receiving messages from CDRIN?**

Any emails we send you will enable you to opt-out of receiving further emails from us.

**8. How can you find out more about your rights under the *Personal Information***

***Protection and Electronic Documents Act*?**

You can visit the web site of [The Office of the Privacy Commissioner of Canada](http://www.priv.gc.ca/index_e.asp).

**This Privacy Policy was last updated on October 8, 2013.**