

## **Alliance of Credential Evaluation Services of Canada Privacy Policy – Web Site**

Welcome to our web site. Protecting your privacy, security and the confidentiality of your personal information is fundamental to the way we conduct our affairs. That commitment includes the privacy and security of personal information of all visitors to this site fully permitted by law. Personal information is defined as information about a person that can identify them, i.e. their name, address and phone number. This policy applies only to personal information, not business contact information that may be provided as part of ongoing activities.

### **Browsing the Site**

As you surf through our web site, some basic information may be passively collected that is sent to us automatically by your web browser. The following information does not identify you personally and may be collected if you browse, read, or download information from the site.

1. The Internet Domain Name of the ISP used to access our site.
2. The type of browser and operating system you used to access our site.
3. The date and time you visited us.
4. The specific pages visited or services you accessed at the site.
5. Words you typed into any Search Engine used to find us.
6. If you linked us from another web site, their address.

The information collected is used by us solely to improve the content of our web services, and to identify the information important to our visitors. The information collected is analyzed to help us understand what services are being used on the web site so we can continue to add and build information to the site that is of the most interest to you.

### **Information Voluntarily Provided**

**Email:** If you email us with a question or comment, this is considered a voluntarily release of that information and the contents of your email are collected along with your return email address. This is done simply to enable us to address your concerns or questions and to respond directly to you. This information is not distributed to any third parties for direct marketing or email marketing purposes. The contents of the email may be used for analysis by us to assist in improving our services and addressing any concerns.

### **Review and Correction of Collected Information**

At any time, you can contact us and request to review any personally identifiable information collected about you, with proper identification. You may recommend changes to the information if you believe it is inaccurate. There may be exceptions to this access, and we reserve the right to deny an individual's access to their personal information file with explanation, unless prohibited by Law.

## **Disclaimer**

We may provide Internet links to other web sites or email addresses of other organizations. When you link to these sites, or email individuals outside of our site and organization, you are no longer on our web site and this Privacy Policy will not apply. You are then subject to the Privacy Policy of that new site.

## **Questions and Contact Information**

Please contact us if you have any questions.

**Alliance of Credential Evaluation Services of Canada**  
National Secretariat  
Tel: 416-962-8100 (Ext. 242)