

CAEAL Privacy statement for individuals visiting www.CAEAL.ca

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

- CAEAL 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.
- At the point of information collection you will be informed that personal information is about to be collected and we will ask for your consent. 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 CAEAL unless authorized by law. All personal information you provide 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.
- 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.