

Community Waterfront Heritage Policy Manual

Section 1: Community

Policy Code: 1.1

Title: Community Waterfront Heritage Centre Privacy Policy

Status: Approved

Date: 2018 – July 17

CWHC collects personal information from its members and volunteers in the regular course of operating the Community Waterfront Heritage Centre.

What personal information does CWHC collect about members, volunteers, financial supporters and registered event participants?

CWHC collects the following information:

Name	Address	Postal Code
Phone Number	Email Address	
Membership history if applicable and hobbies.	Volunteers may be asked about their interests	

What personal information does CWHC collect about visitors to the CWHC website?

The following information is collected through our statistical plugin and the Wordpress platform:

information about the visitor's computer, including its IP address, the type of operating system and browser used, and the computer's location (most often by country)

what pages visited on our site and what links clicked on and what site referred the visitor to the CWHC website.

If a visitor fills in the contact form, CWHC will use the information provided to respond to the request.

The website uses cookies to improve the visitor's experience. Visitors may opt-out by not agreeing to their collection. This is good for six months if the website is visited from the same browser and device.

Website visitors may request to see what information is gathered about them and to have their information removed.

How does CWHC use this information?

The reason we collect personal information from members, volunteers and contributors is to manage member activities and benefits at the Community Waterfront Heritage Centre, and to manage the activities of our volunteers. We may use anonymized, aggregated membership information, when required, to apply for funding or to report to government agencies.

Sharing of Personal Information with Third Parties

We do not share personal information with any third parties.

CWHC complies with applicable legislation concerning privacy. The privacy policy is posted on the website.

Who is your Privacy Officer?

If individuals have concerns about the use and protection of their personal information, they may contact the CWHC Privacy Officer:

Community Waterfront Heritage Centre

1155 1st Ave West, Owen Sound, ON N4K 4K8

519-371-3333

info@waterfrontheritage.ca