



## The Town of Bon Accord Internet Privacy Statement

### **Purpose of the Town of Bon Accord Website**

The Town of Bon Accord developed this website as a resource for its ratepayers and the general public wanting information about The Town of Bon Accord and its services.

### **What is Personal Information?**

Personal Information is any information that identifies you as an individual. It includes information that you provide to or that we collect from other sources. For example, personal information includes your name and address, age and gender, family status, personal financial records and identification numbers including your Social Insurance Number.

### **The Town of Bon Accord is subject to the FOIP Act**

As a public body, the Town of Bon Accord is subject to the Freedom of Information and Protection of Privacy (FOIP) Act and is therefore, committed to protecting the personal information of its ratepayers as well as being open and accountable to the public by making information accessible while in compliance to the Act.

### **Information the web server collects and extent of personal information collected**

When you visit our website, our web server automatically collects a limited amount of information essential for the operation and security of our website. Some of this information (i.e. browser type) does not identify who you are while other information, such as your Internet domain name or IP address, may identify the service provider from which you receive internet service. The extent of personal identification depends, in large part, on the "naming standards" followed by your Internet service provider. You may wish to check with them to inquire about their policies and practices in this regard.

### **Links to other websites**

This website contains links to other sites. The Town of Bon Accord is not responsible for the content and the privacy practices of the other sites and encourages you to read the privacy policy of each site that you visit before proceeding further.

### **How our search engine operates**

When you visit our website, our web server automatically collects a limited amount of standard information essential to the operation and evaluation of the Town of Bon Accord Website. This information includes:

- o The page from which you arrived,
- o The date and time of your page request,
- o The Internet Protocol address assigned by your Internet Service Provider to your computer for receiving information,
- o The type and version of your browser, and
- o The name of the files you request.

### **Use of Cookies**

Cookies are simple text files that are placed within the browsing system of a site visitor's computer. Cookies within the Town of Bon Accord website are used for authentication, session tracking, and maintaining basic information about users, such as anonymous statistical information, site preferences, browser type, screen size, traffic patterns and pages visited. The Town of Bon Accord does not store personal information in cookies, nor do we collect personal information from you without your knowledge as you browse this site. This information is then used to improve our service to you. If you wish, you may change the settings on your web browser to deny cookies or to warn you when cookies will be deposited.

### **Information collected for the creation of portal user accounts**

The information collected for the creation of a user account for the customization of the portal view and/or participation in interactive portal activities and/or password reset, is collected under the authority of Section 33(c) of the Freedom of Information and Protection of Privacy Act (FOIP) R.S.A 2000, F-25. The user account information will be used only for portal purposes as stated above.

Your user name, password and e-mail address are collected for the creation of a user account for your customization of the portal view, or participation in interactive portal activities or to forward to you administrative activity notices regarding the site and your registered user account. The provision for your e-mail is collected to process and respond to your request for password reset, to warn you when your portal account is about to expire or to forward to you administrative activity notices regarding the site and your registered user account.

### **Information Transmission and Storage**

At The Town of Bon Accord, we employ physical, electronic and procedural safeguards to protect our systems and all personal information under our control against unauthorized access and use. All safety and security measures are appropriate to the sensitivity level of the information collected.

Our service providers and agents are required to maintain ratepayer confidentiality, and may not use the information for any unauthorized purpose.

Employees are governed by strict standards and policies to ensure that personal information is secure and treated with the utmost care and respect.

### **Collection, Use, and Disclosure of your Personal Information**

Either before or when we collect information about you, we will explain how we intend to use it. We will limit the information we collect to what we need for those purposes, and we will use it only for those purposes.

If you choose to provide us with personal information in an e-mail or by filling out a form and submitting it to us through our Web site, we will use that information to respond to your message and to help us get the information you have requested.

We will only release your personal information to third parties in limited circumstances authorized under Section 40 of the Freedom of Information and Protection of Privacy Act (FOIP) R.S.A 2000, F-25. Some of these circumstances are:

- o where we have your written consent, or
- o to those departments within The Town of Bon Accord who assist us in serving you, or
- o where we are required or permitted to do so by law.

We give a limited amount of information, only as necessary, in support of these limited circumstances.

### **Contact Information**

If you have any questions or comments, please do not hesitate to contact us:

FOIP Coordinator  
The Town of Bon Accord  
Box 779, 5025 – 50 Avenue  
Bon Accord AB T0A 0K0  
Phone: 780 921 3550  
Fax: 780 921 3585  
Email: [info@bonaccord.ca](mailto:info@bonaccord.ca)