



# Bay Cloverhill Community Association

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[www.baycloverhill.ca](http://www.baycloverhill.ca)

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## Website Privacy Policy

Last Updated: November 30, 2010

The Bay Cloverhill Community Association is committed to protecting the privacy of any personal information you may provide when visiting our website. This privacy policy will advise you about how we protect your personal information, and about what choices you have concerning our use of such information. Please read this policy carefully. We may need to change this policy from time to time in order to address new issues and to reflect changes on our website. We will post those changes here so that you will always know what information we gather, how we might use that information, and whether we will disclose that information to anyone. Please refer back to this policy regularly. If you have any questions or concerns about our website privacy policy, please send us an e-mail to: [info@baycloverhill.ca](mailto:info@baycloverhill.ca)

### Scope of Privacy Policy

This policy applies to your use of the website owned and operated by the Bay Cloverhill Community Association (collectively "Bay Cloverhill Community Association", "BCCA", "we", "us," or "our"), including [www.baycloverhill.ca](http://www.baycloverhill.ca) and [www.baycloverhill.com](http://www.baycloverhill.com). This policy does not apply to your use of unaffiliated sites to which the BCCA website links.

### Personal Identification Information

We will never intentionally disclose any personal identification information about you as an individual user (such as your name or e-mail address) to any third party without having received your permission. We may request personal identification information from you in connection with your use of the website for registration, email, access to meeting minutes, receiving article updates and in responses to requests for suggestions. In all of these cases, we will collect personal identification information from you only if you voluntarily submit such information to us.

If you do provide us with personal information, we may use it to conduct the activities described above. If you identify yourself to us by sending us an email with questions or comments, we may use your personal information to respond to your questions or comments. We may file your comments for future reference, or we may discard the information after we have reviewed it. We may also contact you to confirm your registration, about your account status, and regarding changes to this Privacy Policy.

You may choose to "**opt-out**" at any time, even after you have provided personal information, by sending an email to [webmaster@baycloverhill.com](mailto:webmaster@baycloverhill.com) with the subject "**unsubscribe**". Please note that under certain circumstances, if you initially do not choose to "opt-in," or if you later "opt-out", certain features of the website may not be available to you, for which a name or e-mail address is needed.

## **Non-Personal Identification Information**

We collect non-personal identification information through the use of "cookies" technology and/or IP address tracking. Non-personal identification information might include the browser you use, the Internet service providers and other similar information. Our system also automatically gathers information about the areas you visit on our website and about the links you may select from within our site to other areas of the Internet. We use such information in the aggregate to understand how our users as a group use the services and the resources provided on our website. This way we know which areas of our website are favourites of our users, which areas need improvement, and what technologies are being used so that we may continually improve our website.

Most browsers are set to accept cookies. You can set your browser to refuse cookies, or to alert you when cookies are being sent. If you do so, please note that some parts of the BCCA website may be unavailable to you.

## **Links to Other Sites**

We do not control the contents or the links that appear on external websites when we link to these sites. In addition, these sites, including their contents and links, may be constantly changing. These sites may have their own privacy policies or no policy at all. We encourage you to review the privacy policies of any third party sites before providing any of them with your personal information.

## **Security Policy**

Protecting your privacy and your information is a top priority. We use industry standard security measures to protect against the loss, misuse and alteration of data used by our system.

## **Access to Correction of Information**

If you would like to review any personal information we have retained about you in our database, please log into our website, go to the "**User Menu**" and click on the "**Your Details**" link. Once you have reviewed this information, you can correct and/or update this information directly through our website.

## **Your Acceptance of These Terms**

By using the BCCA website, you signify your acceptance of our Privacy Policy. If you do not agree to this policy, please do not use our website. Your continued use of the BCCA website following the posting of changes to these terms will mean that you accept those changes.