

Privacy

Introduction

The Canadian Council of Child and Youth Advocates (CCCYA) utilizes web hosting services provided by the British Columbia Office of the Representative for Children and Youth.

The CCCYA is committed to protecting the privacy of people whose personal information is held by the CCCYA through responsible information management practices.

What is Personal Information?

Personal information is recorded information about an identifiable individual. Personal information includes such things as an individual's name, address, birth date, e-mail address and phone number.

What kind of information is being collected?

If you visit a CCCYA web site to browse, read pages, or download information, we will gather and store certain information about the visit. The following information is automatically collected and stored:

- The Internet Protocol Address and domain name used. The Internet Protocol address is a numerical identifier assigned either to your Internet service provider or directly to your computer. This address can be translated to determine the domain name of your service provider (e.g. gov.bc.ca, xcompany.com or yourschool.edu)
- The type of browser and operating system
- The date and time of the visit
- The web pages or services accessed.

Information collected automatically is used for purposes such as assessing system performance, improving web services and web site management.

Information Collected Directly From You

Personal information collected, used, disclosed and retained by a CCCY website is only used by authorized staff to fulfill the purpose for which it was originally collected, or for a use consistent with that purpose unless you expressly consent otherwise. We do not disclose your information to other public bodies or individuals.

The CCCYA does not collect personal information about you unless you voluntarily provide it to use specific online services. However, if you choose not to provide the information required for online services you may still be able to access CCCYA services by traditional methods such as personal contact, fax or mail. Your decision not to participate in electronic service delivery activities will not impair your ability to browse, read or download any information provided on the public website.

If you believe that your personal information is being used for a purpose other than what was intended please direct your inquiries to the following contacts.

What safeguards are in place?

The CCCYA is obligated to protect your personal information by making reasonable security arrangements against such risks as unauthorized access, collection, use, disclosure or disposal. Security measures have been integrated into the design, implementation and day-to-day operating practices as part of CCCYA's continuing commitment to the protection of personal information it holds.

How long is information retained?

The length of retention will vary in relation to the nature of the service. Information collected or created by the CCCYA is maintained in accordance with CCCYA retention schedules.

How can I access and correct information I submit to a web site?

You can review any personal information collected about you by submitting a request. You may request changes or annotate your personal information if you believe it to be inaccurate by submitting a written request describing the error. Please contact the CCCYA for more information.

Links to other sites

Visitors should be aware that CCCYA web sites may include links to web sites operated by government agencies, non-profit organizations and private businesses. When you link to another site, this privacy policy will not apply, however, you may be subject to the privacy policy of that new site, if one exists. The CCCYA is not responsible for the privacy practices or content of external websites.

Cookies

A cookie is a small file stored on your computer by your web browser when using some internet sites. Cookies can also store personal information such as your name, e-mail address, home or work address, or telephone number. Persistent cookies can use this type of personal information to identify you whenever you access a web site. Sessional cookies are used to help you move around our web site and do not store personal information. Sessional cookies are valid only during the time you are actually using the web site.

The CCCYA does not use persistent cookies (which may store personal information) but may use Sessional cookies (which do not store personal information).

Who to contact for more information about this privacy policy.

Any questions regarding this privacy policy, or for general information, can be directed to the appropriate [contact](#).