**DRAFT SUSTAINABLE ORILLIA PRIVACY POLICY ((May 11, 2022)**:

**INTROCTION:**

Sustainable Orillia (SO) respects your privacy. For this reason, SO has developed this Privacy Policy. The purpose of this policy is to document how Sustainable Orillia (SO) collects, handles and processes information obtained on its website [www.sustainableorillia.ca](http://www.sustainableorillia.ca).

By accessing or using the website or any content on or through this website, you consent to the terms of the Privacy Policy and your intent to be legally bound by these terms. If you do not agree with any terms of the Privacy Policy, please do not access or use the Website or any content on or through the Website, or otherwise submit any personal information to SO.

**INFORMATION THAT MAY BE COLLECTED ON OUR WEBSITE:**

*The Personal Information that SO collects about you will depend on the way you access or use the website of any content on or through it, may include:*

1 - Your name or contact information, such as your mailing address, telephone number, or email address, or other similar information;

2 – Your location, time-zone setting, network information, device type, browser type and version, browser plug-in types and version, operating system and platform, language, standard web log data and IP address used to connect your computer to the internet or other similar identifier, or the equipment you use to access or use the website and usage details;

3 – The date you accessed the pages, services, or content you used on or through the website, including the amount of time you spend on certain pages, products, or services viewed or searched for, clickstreams to, through and from the website, page response times, downloads and download errors, page interactions, or methods used to browse away from the website.

4 – Billing or account information, if applicable; and,

5 – Any other personal information that you choose to submit to SO.

***Disclaimer: While Sustainable Orillia welcomes and encourages the interest of young persons in information about how we can live more sustainably-including our website and the information therein–we do not encourage memberships from anyone under the age of thirteen (13).***

**HOW SUSTAINABLE ORILLIA USES THE INFORMATION IT COLLECTS:**

*SO takes steps to ensure that any personal information that is collected about you is adequate for, relevant to, and not excessive for the uses of such personal information, as described by this Privacy Policy.*

*The information that is collected by SO may be used in the following manner:*

1 – To inform our membership of the date and time of any meetings of members including the Annual General Meeting.

2 – To create a mailing list to promote events and share relevant information in support of SO’s mission,

3 – To record and gauge attendance at our webinars as well as identifying which webinars appeal to a greater audience.

4 – To track the number of visits to the SO website,

5 – To make improvements to SO’s online presence.

*Tracking browsing activities and patterns helps SO make improvements to the website and the content available and otherwise improve the services by:*

1 – Helping SO understand audience sizes and usage patterns on the website; and.

2 – Allowing SO to tailor the website to your preferences and interests and recognizing you when you visit the website multiple times.

The technologies used by SO to tailor the website to your preferences may include cookies, which are small files placed on the hard drive of your computer. You have the choice to turn off cookies using your internet browser.

**HOW THE INFORMATION COLLECTED BY SUSTAINABLE ORILLIA IS STORED:**

SO does store name, addresses, email addresses and phone numbers based on data received on its website. Personal Information collected by SO may only be accessed by persons within SO who require access to it.

Although SO takes measures to protect against data breaches and unauthorized use of your personal information, no company can completely mitigate the risks of such events. No website is fully secure. SO cannot guarantee that hacking, data loss, breaches, of other unsanctioned access of SO website will never occur. Accordingly, you should not submit or otherwise provide Personal Information to SO by any means if you consider that this information to be sensitive. SO does not transfer or share any data that is collected to outside parties.

***SO will retain your personal information only for as long as necessary for the purposes for which it was collected for. SO does not transfer or share any collected data to outside parties.***

**CHANGES TO THE PRIVACY:**

SO reserves the right to amend this Policy for any reason, at any time. SO will provide notice of any such amendments on the website. Your continued access to or use of the website or any content on or through the website after any such amendment constitutes your acceptance of the Privacy Policy as then amended.

The date is included as part of the title of the Privacy Policy so the reader will always know when changes were last made.

**SUSTAINABLE ORILLIA’S PRIVACY OFFICER:**

Any question or concern regarding the privacy of personal data should be directed to [info@sustainableorillia.ca](mailto:info@sustainableorillia.ca).