

Seekingcommunity.ca Privacy Policy

Statement of Policy

Tamarack respects the privacy of its Internet users and will protect that privacy as vigorously as possible.

It is the policy of Tamarack to control the collection, use, and disclosure of personal information in accordance with all requirements set out in the Privacy Act.

1.1 Requirements

The following requirements shall be met by Tamarack unless exempted by the Privacy Act.

Collection of Personal Information

Unless otherwise authorized by the Privacy Act

- No personal information shall be collected by Tamarack unless it relates to an operating program or activity.
- Tamarack shall, wherever possible, collect personal information that is intended to be used for an administrative purpose directly from the individual to whom it relates except where the individual authorizes otherwise.
- Tamarack shall inform any individual from whom it collects personal information of the purpose for which the information is being collected.

Retention of Personal Information

Personal information that has been used by Tamarack for an administrative purpose shall be retained for such period of time after it is so used as may be prescribed by regulation in order to ensure that the individual to whom it relates has a reasonable opportunity to obtain access to the information.

Accuracy of Personal Information

Tamarack shall take all reasonable steps to ensure that personal information that is used for an administrative purpose is as accurate, up-to-date and complete as possible.

Disposition of Personal Information

Tamarack shall dispose of personal information under its control in accordance with the regulations and with any directives or guidelines issued by the designated minister in relation to the disposal of that information.

Use and Disclosure of Personal Information

Personal information under the control of Tamarack shall not, without the consent of the individual to whom it relates, be used or disclosed by Tamarack except for the purpose for which the information was obtained or compiled or for a use consistent with that purpose unless otherwise authorized by the Privacy Act. In certain circumstances personal information subject to the Privacy Act may be used, or disclosed without the knowledge or consent of the individual concerned. Such circumstances include, but are not limited to:

- for the purpose for which the information was obtained or compiled by Tamarack or for a use consistent with that purpose;
- for the purpose of complying with a subpoena or warrant issued or order made by a court, person or body with jurisdiction to compel the production of information or for the purpose of complying with rules of court relating to the production of information;
- to an investigative body specified in the regulations for the purpose of enforcing any laws or carrying out a lawful investigation;
- to officers or employees of Tamarack for internal audit purpose;
- to the Library and Archives of Canada for archival purposes;
- where disclosure would clearly benefit the individual to whom the information relates.

Access to Personal Information

Upon receipt of a written request, Tamarack shall provide a right of access to personal information subject to the Privacy Act to

- any personal information about the individual requestor contained in a personal information bank; and
- any other personal information about the individual requestor under the control of Tamarack with respect to which the individual is able to provide sufficiently specific information on the location of the information as to render it reasonably retrievable.

Individuals who are given access to their personal information may

- request correction of the personal information where the individual believes there is an error or omission therein;
- require that a notation be attached to the information reflecting any correction requested but not made; and
- require that any person or body to whom that information has been disclosed for use for an administrative purpose within two years prior to the time a correction is requested or a notation is required under this subsection in respect of that information
- be notified of the correction or notation, and
- where the disclosure is to a government institution, the institution make the correction or notation on any copy of the information under its control.

Refusal of Access to Personal Information

Tamarack may refuse access to personal information as provided by the Privacy Act where such information, among other circumstances:

- is subject to solicitor client privilege
- is part of or relates to an investigative record where disclosure could be injurious to the enforcement of a law of Canada or a province or the conduct of investigation.
- Where disclosure threatens the safety of individuals.

1.2 Responsibility

All Tamarack employees, who collect, maintain and/or use personal information, are responsible for insuring that the collection, use and disclosure of this information is carried out in accordance with this policy and relevant procedures.

Privacy on the Internet.

Tamarack does not collect information that personally identifies individuals except when individuals provide such specific information on a voluntary basis. Specific personal information is requested before an individual can enter certain sections of a Tamarack website. For example, registration is needed to make comments, send blogs, or upload documents. This kind of registration helps us to ensure that content standards on these sections of the site are rigorously upheld or that contact can be made with our membership. Information requested in order to personalize an individual's account would be a similar example.

In all such cases, Tamarack will collect only information that is voluntarily provided by the user and undertakes that such information will be kept strictly confidential. Individual information provided to Tamarack to gain access to any part of any of our websites will not be sold or made available to a third party.

Tamarack does reserve the right, however, to perform statistical analyses of user behaviour and characteristics, in order to measure interest in and use of the various sections of its sites so as to improve design and navigation and to gather marketing information. Only aggregated data from these analyses, not individual data, will be used for this purpose.

As well, users should be aware that certain non-personal information and data may be automatically collected by Tamarack through the operation of what are called "cookies". "Cookies" are small text files that identify an individual computer's browser entering a web site. They allow the site to track that browser's movement through the site over several sessions. Through cookies, a web site can recognize repeat users, facilitate the user's access to and use of the site and allow a site to track usage behaviour that will allow content improvements. Tamarack uses cookies only for the above-mentioned purposes and will not use them to identify users or to track non-Tamarack usage.

If you do not want a cookie placed on your computer by Tamarack, you may disable cookies altogether by modifying the Preferences section of your Netscape, Internet Explorer, or Firefox browser (under Edit/Preferences/Advanced). Note that it is possible that some aspects of Tamarack sites may be unavailable to you if you choose this option.

If you have no problem accepting cookies, but wish to be informed of their appearance, you may turn on a warning prompt by modifying the cookie warning section in Edit/Preferences/Advanced.

The Privacy Act

The **Privacy Act** is described as:

An Act to extend the present laws of Canada that protect the privacy of individuals and that provide individuals with a right of access to personal information about themselves.

The term **personal information** is defined as information about an identifiable individual that is recorded in any form with some specific exceptions for the purposes of Access to Information Act requests.