



Policy AHR206 Documentation

Section: Website Privacy Policy	Page 1 of 2
Type: Administrative Human Resources	Date (Revised): January 28, 2015

Rationale	The Simcoe County Student Transportation Consortium (SCSTC) recognizes that the SCSTC website may receive sensitive and privileged information related to its users and member district school boards.
Policy	It is the policy of the SCSTC to follow member district school boards' policies and procedures relating to website privacy and protection of personal information.

**BOD Approved January 12, 2012
Revised July 3, 2013
Revised January 28, 2015**



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<p>Overview</p>	<p>Protection of Information</p> <p>Most of the information on or requested from the Simcoe County Student Transportation Consortium (SCSTC) website does not require users to identify themselves or provide personal information. There may be occasions for the SCSTC to collect a user’s personal information if the respondent chooses to provide it. Examples of this may include completing an on-line form or contacting the SCSTC through email.</p> <p>The SCSTC will endeavor to protect provided personal information and will not publicly disclose this information without consent. Information is protected and used in accordance with the Personal Information Protection and Electronic Documents Act (PIPEDA) and will be disclosed in accordance with this Act.</p> <p>Correcting/Updating Personal Information</p> <p>If an individual’s personal information changes or they no longer wish to be included in SCSTC web-based distribution of information the SCSTC will endeavor to correct, update or remove this personal information from the SCSTC system in a timely manner.</p> <p>Collecting Website Statistics</p> <p>The SCSTC collects website statistics in order to analyze trends, administer websites and track usage. The collection of this information is not linked to personal information.</p> <p>Links to Other Websites</p> <p>The SCSTC website contains links to other related websites, e.g., community and learning resources. The SCSTC is not responsible for the privacy practices of other websites and encourages all individuals to read the privacy statement of every website visited.</p>
<p>Reference</p>	<p>Government of Canada - Personal Information Protection and Electronic Documents Act (PIPEDA)</p>

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