

## **1. Policy Information**

Section: Website Privacy Policy  
Document Type: Administrative Human Resources  
Policy Name: AHR206 Website Privacy Policy

## **2. 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.

## **3. Policy Statement**

It is the policy of the SCSTC to follow Member District School Board policies and procedures relating to website privacy and protection of personal information.

## **4. Overview**

### **4.1. Protection of Information**

4.1.1. 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.

4.1.2. 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.

### **4.2. Correcting and/or Updating Personal Information**

4.2.1. 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.

### **4.3. Collecting Website Statistics**

4.3.1. 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.

#### 4.4. Links to Other Websites

4.4.1. 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.

### **5. References**

Government of Canada - Personal Information Protection and Electronic Documents Act (PIPEDA).

Board of Directors Approved January 12, 2012

Board of Directors Revised July 3, 2013

Board of Directors Last Revised January 28, 2015

Board of Directors Last Revised September 1, 2015