

**POLICY P-GG-011: Website Privacy Policy**

<b>Policy Title</b>	Website Privacy Policy
<b>Policy Number</b>	P-GG-011
<b>Effective Date</b>	February 13, 2024
<b>Revision Date</b>	

**PRIVACY STATEMENT**

The Town of Grand Bay-Westfield (the “**Town**”) respects your privacy and is committed to protecting it by complying with this policy.

This policy describes:

- How we collect, use, disclose, and protect the personal information of our website users (“**you**”).
- Describes the types of information we may collect from you or that you may provide when you visit the website [grandbaywestfield.ca](http://grandbaywestfield.ca) (our “**Website**”).
- Our practices for collecting, using, maintaining, protecting, and disclosing that information.

We will only use your personal information in accordance with this policy unless otherwise required by applicable law. We take steps to ensure that the personal information that we collect about you is adequate, relevant, not excessive, and used for limited purposes. Our practices have been designed to ensure compliance with the privacy provisions of the *Right to Information and Protection of Privacy Act (RTIPPA)*.

Please read this policy carefully to understand our policies and practices for collecting, processing, and storing your information. If you do not agree with our policies and practices, your choice is not to use our Website. By accessing or using this Website, you indicate that you understand, accept, and consent to the practices described in this policy. This policy may change from time to time. Your continued use of this Website after we make changes indicates that you accept and consent to those changes, so please check the policy periodically for updates.

This privacy statement applies to interactions with the Town of Grand Bay-Westfield’s web server. It does not apply to any other website.

**PERSONAL INFORMATION**

When you visit the Town of Grand Bay-Westfield website, you do so anonymously. If you direct an enquiry to a Town division, we may ask you to provide personal information for the purpose of responding to your enquiry. This may include your name, address, email address, phone number, account number, or other information used to identify or contact

## **POLICY No. P-GG-011: Website Privacy Policy**

you (the “**personal information**”). Only those who “need to know” will have access to the personal information provided.

Any Town site where personal information is requested will contain a notice outlining our legal authority to collect it and include the following information:

- the purpose for which the information is collected;
- how it will be used and who will have access to it; and
- the title, business address and telephone number of an officer or employee of the public body who can answer questions regarding the collection thereof.

Personal information is only disposed of according to a records schedule established by the Provincial Archivist under the *Archives Act*.

### **ACCESSING AND CORRECTING YOUR PERSONAL INFORMATION**

It is important that the personal information we hold about you is accurate and current. Please keep us informed if your personal information changes. By law you have the right to request access to and to correct the personal information that we hold about you.

If you want to review, verify, correct, or withdraw consent to the use of your personal information, you may send us an email at [administration@towngbw.ca](mailto:administration@towngbw.ca) to request access to, correct, or delete any personal information that you have provided to us.

We may request specific information from you to help us confirm your identity and your right to access, and to provide you with the personal information that we hold about you or make your requested changes. Applicable law may allow or require us to refuse to provide you with access to some or all of the personal information that we hold about you, or we may have destroyed, erased, or made your personal information anonymous in accordance with our record retention obligations and practices. If we cannot provide you with access to your personal information, we will inform you of the reasons why, subject to any legal or regulatory restrictions.

### **COOKIE AND OTHER AUTOMATIC DATA COLLECTION TECHNOLOGY**

As you navigate through and interact with our Website, we may use cookies or other automatic data collection technologies to collect certain information about your equipment, browsing actions, and patterns, including:

- Details of your visits to our Website, including traffic data, location data, logs, and other communication data and the resources that you access and use on the Website.

## **POLICY No. P-GG-011: Website Privacy Policy**

- Information about your computer and internet connection, including your IP address, operating system, and browser type.

The information we collect automatically is statistical data and does not include personal information, and we may maintain it or associate it with personal information we collect in other ways, that you provide to us, or receive from third parties. It helps us to improve our Website and to deliver a better and more personalized service, including by enabling us to:

- Estimate our audience size and usage patterns.
- Store information about your preferences, allowing us to customize our Website according to your individual interests.
- Speed up your searches.
- Recognize you when you return to our Website.

You have the ability to accept or decline cookies. All Web browsers automatically accept cookies, but you can modify your browser settings to decline cookies if you prefer.

By declining cookies, use of interactive features or online services that depend on cookies will not function as intended. If you choose to accept cookies, all browsers offer the ability to later delete cookies that you have accepted. If you choose to delete cookies, any settings and preferences controlled by those cookies will be deleted and may need to be automatically recreated upon a return visit.

### **LOGGING PRACTICES**

The Town logs HTTP requests to the Town's Web server. These logs record the IP address of site visitors. An IP address is the number automatically assigned to the computer or to the ISP (Internet Service Provider) requesting a URL. The Town cannot identify you from this information. The Town archives and uses log files for systems analysis, maintenance and site evaluation.

We do not link information with the identity of individuals visiting our sites unless an attempt to damage our site has been detected.

### **DATA SECURITY**

The security of your personal information is very important to us. We use physical, electronic, and administrative measures designed to secure your personal information from accidental loss and from unauthorized access, use, alteration, and disclosure.

## **POLICY No. P-GG-011: Website Privacy Policy**

Unfortunately, the transmission of information via the Internet is not completely secure. Although we do our best to protect your personal information, we cannot guarantee the security of your personal information transmitted to our Website. Any transmission of personal information is at your own risk. We are not responsible for circumvention of any privacy settings or security measures contained on the Website.

### **CHANGES TO OUR PRIVACY POLICY**

It is our policy to post any changes we make to our privacy policy on this page. If we make material changes to how we treat our users' personal information, we will notify you through a notice on the Website home page.

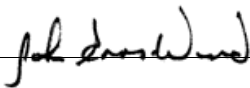
We include the date the privacy policy was last revised at the top of the page. You are responsible for periodically visiting our Website and this privacy policy to check for any changes.

### **COMMENTS**

If you have any questions about the Town's website collection, use and disclosure practices, please email us at [administration@towngbw.ca](mailto:administration@towngbw.ca) or call us at [\(506\) 738-6400](tel:5067386400).

### **APPROVAL**

Signed this 12 day of February, 2024.



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John Enns-Wind  
CAO



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Brittany Merrifield  
Mayor