

Privacy Policy

COMDU.IT

comdu.t

1.0 Introduction

This Privacy Policy (the “Policy”) sets out the personal information practices for comdu.it (the organisation”), including when you use www.comdu.it or its social media channels (collectively, the “Sites”).

These practices seek to balance an individual’s right to the privacy of their personal information and the need for the organisation to collect, use, disclose and otherwise manage the personal information provided through the use of the Sites and personal information submitted to the organisation for various services it offers.

The organisation may update this policy from time to time and you are responsible for reviewing the most current version of the Policy. This policy was last amended on the date shown at the end of the Policy. By continuing to use the Sites, you accept any updates to this policy.

2.0 What is Personal Information?

Personal information is any information that can be used to identify you as an individual, including your name, age, personal telephone number, address, credit card details, email address, and any other personally identifiable information that you choose to provide to the organisation. Personal information does not include so-called “business card information” such as your business telephone number and address in your capacity as an employee of an organisation.

3.0 Your Consent

If you use the Sites, register as a comdu.it visitor on the Sites or apply for or request information about products or services offered by the organisation, you consent to the collection, use, disclosure and management of your personal information in accordance with this policy.

4.0 How Does comdu.it Collect My Personal Information?

The organisation collects personal information from you by asking you to provide personal information such as your name, age, address and email address when you register as a visitor on the Sites, apply to receive e-updates or other products or services. The organisation collects personal information such as your name, address and credit card details when you make a donation through the Sites.

Certain other personal information may be collected on the Sites without you actively providing the information by using various technologies, as described below.

5.0 Server Logs

While you use the Sites, certain information is collected without you actively providing it, including information about your IP address and type of operating system, the time you spent on the Sites and which pages you visited. This helps us improve the organisation's Sites. This data is not used to identify individuals. The organisation tracks IP addresses for: (i) troubleshooting issues; (ii) voting events, confirm people are not voting for an individual more than once; and (iii) for all people who are filling out online forms, for the purpose of spam filtering.

6.0 Cookies

Cookies, tokens of information given to your browser when you access a website, helps the organisation track usage of the Sites and improve the Sites for you. If you prefer to not use cookies, you can set your browser to disable cookies. Please note you will not be able to use the shopping cart or log onto the Sites if you have cookies disabled. Cookies are also used by Google Analytics to track statistics about hits, browsers, traffic.

7.0 Use and Disclosure of Personal Information

Personal information collected by the organisation will only be used or disclosed for purposes described in this policy or for other purposes that it has informed you of at the time of collecting that information. Before your personal information will be used or disclosed for a new purpose, the organisation will ask you for your consent, unless use or disclosure without your consent in the circumstances is otherwise permitted or required by law, regulation or court order.

The organisation may use or disclose your personal information to enforce or apply the *Terms of Service* of the Sites, to the extent that your personal information is required in order to determine whether the Terms of Use have been violated.

The organisation uses and discloses your personal information to fulfill your requests for certain products or services or information about them, process donations, contact you in response to requests for information and to respond to voluntary comments. It may also use personal information to customize the Sites to your preferences, to improve the content of the Sites, and to research Site usage patterns.

The organisation may disclose your personal information to related organisations who agree to follow this policy, for the purpose of providing you with the products or services you have requested. The organisation may also disclose personally identifiable information to third parties, but only: to service providers we use to support our organization (e.g. technical support or third-party services administering our credit card system) in which case we will require them to follow this Policy; and where permitted or required by law, court orders, or government regulations.

The organisation will not sell or rent your personal information to anyone.

8.0 Visitor or Profile Information

You are not required to register as a visitor in order to access the Sites. A completed visitor profile will, however, allow you to be registered as a user and access additional functions on the Sites. The organisation may use the personal information you provide in your visitor profile to permit registered visitors to access these additional functions, including posting comments on photos and videos, uploading photos/videos on a campaign you are participating in and writing your own blogs. If you make a donation without completing a visitor profile, information such as your billing, contact information and preferences will still be collected in order to execute the requested transaction but will not be stored on the Sites in a visitor's profile.

As a registered visitor, the organisation gives you the ability to decide whether or not you want it to send you correspondence.

9.0 Refusal or Withdrawal of Consent

If you provide the organisation with your email address and do not opt-out in your visitor profile, you may occasionally receive emails.

We may use your email address submitted through the Sites for the following purposes: (i) when you are registering for a program, we may sometimes confirm your email address is accurate and (ii) we will send a thank you email when you sign up, or register for an event or if you subscribe to our newsletter or weekly column. The organisation hopes you will find these emails interesting and informative. Of course, if you would rather not receive this information, you can go to the Sites and update your visitor profile accordingly to opt-out if you are a registered visitor. In addition, communications sent to you will also contain a message on how to opt-out of that type of communication in the future.

You may refuse to provide personal information to the organisation and may, subject to legal or contractual restrictions and reasonable notice, withdraw consent at any time to its continued use and disclosure of personal information previously collected. Please note that refusing or withdrawing your consent in respect of our handling of certain personal information may result in the organisation being unable to provide you with certain products and services. You can withdraw your consent at any time by writing to the Founding Chair (chair@comdu.it).

10.0 Security

When you provide personal information through the Sites, the organisation protects your personal information by encrypting the personal information that is transmitted between you and the Sites.

The organisation will employ security measures to protect personal information in its care appropriate to the level of sensitivity of the information. The organisation will retain your personal information only for the time it is required for the purposes for which it was collected or as required by law.

11.0 Accessing Your Personal Information

You can ask to view personal information about you held by the organisation by writing to the Founding Chair (chair@comdu.it). You can request that corrections be made where you can show that the personal information about you that the organisation possesses is incorrect or incomplete. Please note that under certain circumstances, you may not be permitted to view your records, such as where the disclosure of your records would cause security, legal or confidentiality concerns, and including where the organisation is permitted or prohibited by law to disclose that to you.

12.0 Links to Other Websites

The Sites may contain links to other websites. While we try to link only to websites that share our standards and respect for privacy, we are not responsible for the content or privacy practices of other websites. We strongly encourage all visitors to the Sites to review the privacy statements and policies of all external websites.

13.0 Communicating This Policy

This policy is published on the organisation's website (www.comdu.it).

14.0 External: Legislative and Regulatory Framework

- *Canada's Personal Information Protection and Electronic Documents Act (2000).*
- *Ontario's Freedom of Information and Protection of Privacy Act (1990).*
- *Ontario's Personal Health Information Protection Act (2004).*
- *Ontario's Municipal Freedom of Information and Protection of Privacy Act (1990).*

Document Control

Last Reviewed	Prepared By	Reviewed By	Approved by	Next Review
Aug 16, 2019	Janakan Muthukumar	Kumaran Nadesan	Board of Directors	Aug 16, 2021