

## **Privacy Policy of the Lake Abitibi Model Forest**

The Personal Information Protection and Electronic Documents Act (Bill C-6) pertains to all businesses and organizations in Canada. The legislation was developed in response to public concerns about personal privacy issues, especially collection of information about individuals arising from use of the Internet. The Privacy Policy of the Lake Abitibi Model Forest (LAMF) has been developed in order to comply with this law and to inform the public about our commitment to protect their privacy. The LAMF is committed to protecting the privacy of partners and visitors to our web site <http://www.lamf.net>. We do not collect information unless a person chooses to provide the information to us.

Why we collect information:

The information you provide to the LAMF – such as your name, address, or email address – allows the LAMF to sign you up to workshops, send you products and publications, and inform you about events and activities which may be of interest to you. By requesting information, or by registering for events or workshops offered by LAMF, you are giving LAMF permission to contact you by way of the information you provide. By registering for workshops you are also giving permission to the LAMF to share your name with our partners for the purposes of organizing workshops. Personally identifiable data about individuals are stored securely and used only for the purpose for which they were provided. You may choose not to be contacted by the LAMF, and you may check and update any personal information we may have, by contacting us by e-mail at [office@lamf.net](mailto:office@lamf.net) or by phone at (705) 272-7800.

How we use information:

Products and Publications - When you request products and publications, the LAMF uses the information you provide to send you the requested information.

Workshops - When you sign up for a workshop the LAMF uses the information you provide to organize the workshop (name tags, meals etc.). We may share information with the Ontario Ministry of Natural Resources in order to organize workshops and the Ontario Professional Forestry Association to register Continuing Education Credits (if applicable). A list of names and emails is usually compiled for distribution to all workshop participants, should you wish you may request your name and email be kept off of this list.

Payment Information - All credit card and banking information is collected for gaining payment approval and processing by our financial institutions Scotia Bank and CIBC. These data are securely retained for audit purposes (and shredded after five years); once forwarded to the Scotia Bank and CIBC are subject to their own privacy policies.

LAMF Web Site - The LAMF Web server, like all Web servers, logs certain information about each visit:

- ?? Your IP address, which may be resolved to determine your Internet service provider (ISP) and country
- ?? Your operating system and browser version

- ?? The date and time of your visit (from which visit duration can be derived)
- ?? Pages and files you've viewed
- ?? The referrer (if a site has linked you to our site)
- ?? Search engine referrer and keywords (if applicable)

This information is assembled into summary reports that are available to the LAMF Web administrator. Web server log files are not used to track any individual user.

N.B.: The LAMF website contains links to other websites. Once a visitor links to another website, they are subject to the privacy and security policies of the new website. We encourage individuals to read the privacy policy of all websites they visit, especially if personal information is shared.

For further information on our Privacy Policy please contact: Jacynthe Peever, Business Administrator by e-mail at [jacynthe@lamf.net](mailto:jacynthe@lamf.net) or by phone at (705) 272-7800