# **PRIVACY POLICY**

#### PRIVACY

Thank you for visiting the District of Carleton North website. Your privacy is important to us. To better protect your privacy, we provide this notice explaining our on-line information practices and the choices you can make about the way your information is collected and used on this site.

By subscribing to our services or submitting your Personal Information for any reason, you signify your agreement to the terms and conditions of this Privacy Policy.

#### THE INFORMATION WE COLLECT

Visitors should be aware that certain non-personal information and data may be collected automatically by District of Carleton North through "cookies". Cookies are small text files that identify an individual computer's browser as it enters a website and track that browser's movement through the site. Cookies help a website recognize repeat visitors, facilitate those visitors' access to and use of the site, and allow a site to track use behaviour that will facilitate content improvement. The District of Carleton North does not use cookies to identify visitors or track use of other websites.

Only the information you provide, or the choices you make while visiting a website can be stored in a cookie. For example, the site cannot determine your e-mail address unless you choose to type it. Allowing a website to create a cookie does not give that or any other site access to the rest of your computer and only the site that created the cookie can read it. You may set your Internet browser preferences to notify you when you receive a cookie or decline acceptance of cookies.

The web server may automatically collect information about which pages you visit, as well as your IP address and domain name. We may use this information for various purposes such as tailoring our website content and assessing the amount of traffic to various parts of our website.

#### **DISCLOSURE OF PERSONAL INFORMATION**

The District of Carleton North will not sell, share, rent or disclose your personal data to any third party. We ensure that your personal data

will not be disclosed to government institutions and authorities except if required by law or other regulation.

### LINKS

Please note that the District of Carleton North website contains links to other websites whose information practices may be different from ours. This privacy statement applies only to information collected by the District of Carleton North website. Visitors should consult the other sites' privacy statements whenever interacting with any website.

## SECURITY

We take precautions to protect our users' information. Only authorized personnel of the District of Carleton North, who need the information to perform specific tasks (for example, responding to your request for information) are granted access to personally identifiable information and are only allowed access to it when absolutely necessary, and then under strict legal guidelines as to what use may be made of such information.

Although we take appropriate measures to safeguard against unauthorized disclosure of information, we cannot assure you that personally identifiable information that we collect will never be disclosed in a manner that is inconsistent with this Privacy Statement.

## HOW TO CONTACT US

If you have any questions or concerns about the District of Carleton North on-line policy for this site or its implementation, you may contact us at inquiries@carletonnorth.com