

# **AVRA PRIVACY POLICY**

Please read the privacy policy for the Amberwood Village Recreation Association (AVRA) carefully to get a clear understanding of how the AVRA collects, uses and protects the information you entrust to us.

## **What personal information do we collect from the people that visit our website?**

When registering your interest to be a volunteer, to receive our newsletter, requesting more information or submitting your application to be a member on our site, as appropriate, you may be asked to enter your name, email address, mailing address, phone number or other details to help you with your experience.

## **When do we collect information?**

We collect information from you when you register your interest to be a volunteer, to receive our newsletter, to request more information or to submit your application to be a member.

## **How do we use your information?**

We may use the information we collect from you:

- To register you as a member of the AVRA
- To quickly process any of your transactions or requests
- To send periodic emails and monthly newsletters regarding your request or other products, services & promotions as related to AVRA business
- To reach out to you for surveys and input to decisions as it relates to the AVRA business
- To invite you to AVRA meetings and annual general meetings

## **How do we protect your information?**

Our website is scanned on a regular basis for security gaps and known vulnerabilities in order to make your visit to our site as safe as possible.

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential.

## **Do we use 'cookies'?**

Yes. Cookies are small files that a site or its service provider transfers to your computer's hard drive through your Web browser (if you allow) that enables the site's or service provider's systems to recognize your browser and capture and remember certain information. For instance, we use cookies to help us remember and process your reservation. They are also used to help us understand your preferences based on previous or current site activity, which enables us to provide you with improved services. We also use cookies to help us compile aggregate data about site traffic and site interaction so that we can offer better site experiences and tools in the future.

We use cookies to:

- Understand and save user's preferences for future visits.
- Compile aggregate data about site traffic and site interactions in order to offer better site experiences and tools in the future. We may also use trusted third-party services that track this information on our behalf.

You can choose to have your computer warn you each time a cookie is being sent, or you can choose to turn off all cookies. You do this through your browser settings. Since each browser is a little different, look at your browser's Help Menu to learn the correct way to modify your cookies.

If you turn cookies off, some features will be disabled. It won't affect your experience on our site but some tools may not function properly.

### **Third-party disclosure**

We do not sell, trade, or otherwise transfer to outside parties your personal information.

### **Third-party links**

Occasionally, at our discretion, we may include or offer third-party products or services on our website or in our communications with our members. These third-party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and communications and welcome any feedback about these sites and communications.

### **CAN SPAM Act**

The CAN-SPAM Act is a law that sets the rules for commercial email, establishes requirements for commercial messages, gives recipients the right to have emails stopped from being sent to them, and spells out tough penalties for violations.

We collect your email address in order to:

- Send information, respond to inquiries, and/or other requests or questions,
- Market to our mailing list or continue to send emails to our clients after the original transaction has occurred,
- Process orders or reservations and to send information and updates pertaining to your order/reservation.

**To be in accordance with CANSPAM, we agree to the following if ever we use a third-party email marketing service:**

- Not use false or misleading subjects or email addresses.
- Identify the message as an advertisement in some reasonable way.
- Include the physical address of our business or site headquarters.
- Monitor third-party email marketing services for compliance
- Honor opt-out/unsubscribe requests quickly.
- Allow users to unsubscribe by using the link at the bottom of each email.

If at any time you would like to unsubscribe from receiving future emails, you can email us at [info@amberwoodvillage.ca](mailto:info@amberwoodvillage.ca).

**Contacting Us**

If there are any questions regarding this privacy policy, you may contact us using the information below:

**Amberwood Village Recreation Association**

[www.amberwoodvillage.ca](http://www.amberwoodvillage.ca)

54 Springbrook, Stittsville, ON K2S 1B9

[info@amberwoodvillage.ca](mailto:info@amberwoodvillage.ca)