

Privacy of Users of GCABC Websites – Policy 4

1. Policy Statement

The Board of Directors of the Gifted Children’s Association of British Columbia (GCABC) respects the privacy of individuals and recognizes the need of people with whom we communicate for the appropriate management and protection of any Personal Information that is provided to us. These guidelines are compliant with Canadian legislation, including the British Columbia Personal Information Protection Act (PIPA), best practices for the protection of personal information, in consideration of applicable licensing or regulatory body requirements. Name and personal identification information and any financial information shall only be used for purposes related to the mission of GCABC. The information provided by users is used to improve the Website. By using the Website, the user agrees to the collection and use of information in accordance with this policy.

This policy applies to all GCABC websites.

2. Definitions

- Website** The Website www.giftedchildrenbc.org and <https://gc3saobc.wildapricot.org/> is operated by the GCABC.
- Personal Information** Personal Information means Information about any individual who can be identified from this Information (or from this and other information either in our possession or likely to come into our possession).
- Usage Information** Usage Information is Information collected automatically either generated using the Website or from the Website infrastructure itself (for example, the duration of a page visit).
- Cookies** Are small pieces of Information stored on your computer or mobile device.
- Information Controller** Information Controller means the natural or legal person who (either alone or jointly or in common with other persons) determines the purposes for which and the way any personal information is, or are to be, processed.
For this Privacy Policy, GCABC is the Information Controller of your Personal Information.

Website Provider Website Provider, or Information Processor, means any natural or legal person who processes the Information on behalf of the Information Controller.
We may use the Websites of various Website Providers to process your Information more effectively.

User
(Information Subject) Information Subject is any living individual who is using our website and is the subject of Personal Information.

3. Policy Elements

a) Information Collection and Use

Several distinct types of information are collected for various purposes to provide and improve our website for users.

b) Types of Information Collected

1) Personal Information

While using our website, the user may be asked to provide GCABC with certain personal information that can be used to contact or identify you (“Personal Information”). Personally identifiable information may include, but is not limited to:

- Email address
- First name and last name
- Phone number
- Cookies and Usage Information

c) Personal Information may be used to contact the user, send newsletters, marketing or promotional materials and other information. Users may opt out of receiving any, or all, of these communications from GCABC by following the unsubscribe link or instructions provided in any email we send.

d) Usage Information may also be collected on how the Website is accessed and used (“Usage Information”). This Usage Information may include information such as your computer’s Internet Protocol address (e.g., IP address), browser type, browser version, the pages of our website visited, the time and date of visits, the time spent on those pages, unique device identifiers and other diagnostic Information.

e) Use of Information

GCABC uses the collected Information for various purposes:

- i. To provide and maintain our website.

- ii. To notify about changes to our website.
- iii. To allow participation in interactive features of our website.
- iv. To provide customer support.
- v. To gather analysis or valuable information to improve our website.
- vi. To monitor the usage of the website.
- vii. To detect, prevent and address technical issues
- viii. To provide news, special offers and general information about other goods, Websites and events which are offered that are like those that you have already purchased or enquired about unless the user has opted not to receive such information

f) Retention of Information

GCABC will retain Personal Information only for as long as is necessary for the purposes set out in this Privacy Policy and as required by the governing bodies we are regulated by. We will also retain and use Personal Information to the extent necessary to comply with our legal obligations (for example, if we are required to retain Information to comply with applicable laws), resolve disputes, and enforce legal agreements and policies.

g) GCABC will also retain Usage Information for internal analysis purposes. Usage Information is retained for a shorter period, except when this Information is used to strengthen the security or to improve the functionality of our website, or we are legally obligated to retain this Information for longer time periods.

h) Transfer of Information

- i. User information, including Personal Information, is maintained on computers located in Canada.
- ii. If users are located outside Canada and choose to provide information to us, please note that we transfer the Information, including Personal Information, to Canada and process it there.
- iii. Users consent to be bound by this Privacy Policy by submitting the information required by this policy.
- iv. GCABC will take all steps reasonably necessary to ensure that user Information is treated securely and in accordance with this Privacy Policy.

i) Disclosure of Information

i. Disclosure for Law Enforcement

Under certain circumstances, GCABC may be required to disclose user Personal Information if required to do so by law or in response to valid requests by public authorities (e.g., a court or a government agency).

ii. Legal Requirements

GCABC may disclose Personal Information in the good faith belief that such action is necessary to:

- To comply with a legal obligation
- To protect and defend the rights or property of GCABC
- To prevent or investigate possible wrongdoing in connection with the Website
- To protect the personal safety of users of the Website or the public
- To protect against legal liability

j) Security of Information

The security of user Information is important to us but remember that no method of transmission over the Internet, or method of electronic storage is 100% secure. While we strive to use commercially acceptable means to protect user Personal Information, we cannot guarantee its absolute security.

k) User Information Protection Rights Under the BC version of the Canadian Personal Information Protection and Electronic Documents Act (PIPEDA)

As a user, you have certain Information protection rights. GCABC aims to take reasonable steps to allow users to correct, amend, delete, or limit the use of your Personal Information.

Users may request that GCABC provide them with the full cache of information that we hold on them.

l) In certain circumstances, users have the following Information protection rights:

- i. The right to access, update or to delete the information we have on users.** Whenever made possible, you can access, update or request deletion of your Personal Information directly within your account settings section. Users unable to perform these actions can contact GCABC for assistance.
- ii. The right of Rectification.** Users have the right to have personal information rectified if that information is inaccurate or incomplete.
- iii. The right to object.** Users have the right to object to the processing of your Personal Information.
- iv. The right of Restriction.** Users have the right to request that GCABC restrict the processing of your personal information.

- v. **The right to Information Portability.** You have the right to be provided with a copy of the information we have on you in a structured, machine-readable and commonly used format.
- vi. **The right to withdraw Consent.** Users have the right to withdraw consent at any time where GCABC relied on your consent to process your personal information.

Please note that we may ask the user to verify their identity before responding to such requests. Users have the right to complain to an Information Protection Authority about GCABC's collection and use of your Personal Information. For more information, please contact your local Information protection authority.

4. Website Providers

GCABC may employ third party companies and individuals to facilitate our website ("Website Providers"), to provide the Website on our behalf, to perform Website-related maintenance or to assist us in analyzing how our website is used. These third parties have access to Personal Information only to perform these tasks on GCABC's behalf and are obligated not to disclose or use it for any other purpose.

a) Analytics

Third-party website Providers may be used to monitor and analyze the use of our website.

b) Cookies and Tracking

Cookies are small text files stored locally on a user's device by the websites they visit. These data packets enable websites (and sometimes other sites) to recognize users across pages and visits.

- i) These are implemented by the site the user visits. They help calculate page views, monitor sessions, deliver essential functions, and analyze other activities to optimize the site and user experience.
- ii) GCABC uses two types of cookies:
 - o Persistent cookies that recognize the user and are stored on the user's device in between browser sessions.
 - o Session cookies that expire at the end of each browser session.
- iii) **Third Party Cookies:**
 - GCABC allows third parties to set cookies on our website. Third parties may use cookies to recognize the device accessing the site when it has moved from one website to another
 - A third-party vendor such as Google may also use cookies or other device identifiers to show advertisements based on the user's visit to the GCABC website.
 - The GCABC website is powered by Wild Apricot and Word Press, both use cookies to enable features and functions of the websites.

- iv) Managing Cookies – For more information on cookies and how to manage them, please refer to our Cookie Policy."

c) Website Plugins

- i) Links to other sites
Our website may contain links to other sites that are not operated by us. If users click on a third-party link, they will be directed to that third party's site. We strongly advise users to review the Privacy Policy of every site you visit.
- ii) We have no control over and assume no responsibility for the content, privacy policies or practices of any third-party sites or Websites.

5. Payments

- a) GCABC uses third-party Websites for payment processing (e.g. payment processors).
- b) GCABC will not store or collect your payment card details. That information is provided directly to our third-party payment processors whose use of your personal information is governed by their Privacy Policy. These payment processors adhere to the standards set by PCI-DSS as managed by the PCI Security Standards Council, which is a joint effort of brands like Visa, MasterCard, American Express and Discover. PCI-DSS requirements help ensure the secure handling of payment information.
- c) The payment processor GCABC works with is Wild Apricot. Their Privacy Policy can be viewed at [Wild Apricot Privacy Policy](#).

6. Changes to Terms

- A) GCABC may update this Privacy Policy sometimes. We will notify users of any changes by posting the new Privacy Policy on this page and users should therefore periodically visit this page to review the most current terms to which you are bound.
- b) GCABC will let users know via email and/or a prominent notice on our website, prior to the change becoming effective and update the "effective date" at the top of this Privacy Policy.

Users are advised to review this Privacy Policy periodically for any changes. Changes to this Privacy Policy are effective when they are posted on this page.



7. Procedures

Contact Us

If you have any questions about this Privacy Policy, please contact:

The Gifted Children's Association of British Columbia

Website: www.giftedchildrenbc.org

Email: info@giftedchildrenbc.org

8. Responsibilities

The GCABC Board of Directors has responsibility for keeping this policy current and compliant to meet legal obligations under regulations and statutes and with the advice of the Board member tasked with responsibility for communications.

- 9. GCABC Policies: Policy #9, Cookies, Policy #10, Electronic Communications, Policy #12 Terms of Use

Canada's Anti-Spam Law (CASL) 2014

Revision History			
Reviewed March 29, 2024	Reviewed by Maureen/Laura	Adoption Date	Next Review Date March 2025