

## Privacy Statement

At The John Howard Society of North Island, we respect the privacy of our website visitors. We protect and control the collection, use and disclosure of personal information of individuals that visit this website, in accordance with applicable Canadian privacy laws. The John Howard Society of North Island is committed to ensuring compliance with applicable privacy legislation.

This Website Privacy Statement (“Privacy Statement”) summarizes our personal information management practices for this website. By visiting this website, you consent to the collection, use and disclosure of your personal information as described in this Privacy Statement. The John Howard Society of North Island reserves the right to modify the terms and conditions of this Privacy Statement at any time, and such modifications shall be effective immediately upon posting of the modified Privacy Statement on this website. You should review the terms of this Privacy Statement periodically at [www.jhsni.bc.ca](http://www.jhsni.bc.ca) to be aware of how The John Howard Society of North Island collects and uses personal information. If you do not agree with any changes made by the John Howard Society of North Island to this Privacy Statement, your sole and exclusive remedy is to discontinue use of this website. If you have any concerns about the content of this Privacy Statement, please contact our Privacy Officer at (250) 286-0611 or [wendy@jhsni.bc.ca](mailto:wendy@jhsni.bc.ca).

Please note that The John Howard Society of North Island also has a Privacy Policy which outlines our personal information management practices applicable to personal information collected, used or disclosed by The John Howard Society of North Island. This Privacy Policy can also be found on this website.

Generally speaking, “personal information” means information about an identifiable individual, including information such as your name, address, e-mail address, and other information, such as resume or employment-related information, that you may choose to voluntarily provide to The John Howard Society of North Island by e-mail or through this website.

We take reasonable steps to ensure that the personal information you provide online is secure. However, as the security of electronic systems or e-mail cannot be guaranteed, we do not recommend sending sensitive personal information to The John Howard Society of North Island electronically.

Other sites to which we provide links may be governed by different policies. The John Howard Society of North Island does not assume responsibility for the content or information practices of these other websites, and we strongly encourage all web visitors to review the privacy statements and policies of all externally-linked sites.

## **Personal Information Management Practices**

The John Howard Society of North Island collects personal information from you when you voluntarily provide it through your access and use of this Website. For example, we may collect your personal information through this Website when you choose to: (i) participate in online surveys; (ii) provide us with feedback or send us an e-mail through the Contact Us section; (iii) submit an online application for employment to us. By providing your personal information to us electronically, you consent to the collection, use and disclosure of your personal information as described in this Privacy Statement.

We use personal information for the purposes for which you provide it to us, and as permitted or required by law. In particular, we use personal information that you provide electronically for purposes that include: (i) administering online surveys in which you choose to participate; (ii) processing your requests for, and sending you, information you have requested about our programs and services; (iii) responding to your feedback, complaints, questions and comments about us and our programs and services; (iv) evaluating, processing and responding to your online applications for employment and retaining such applications for present and future consideration; and (v) understanding how we can improve the Website and our programs and services.

We may disclose your personal information with your prior consent or as permitted or required by law.

The nature of the Internet is such that it passively and automatically collects certain information about a user's traffic patterns linked to their Internet Protocol (IP) addresses. These are unique Internet "addresses" assigned to all Web users by their Internet Service Providers (ISP). IP addresses are automatically logged by Web servers. While the IP address does not identify an individual on its face, it may, with the cooperation of the ISP, be used to locate and identify an individual using the Web. In instances of criminal malfeasance, The John Howard Society of North Island may share IP addresses with appropriate investigative bodies authorized to investigate breaches of security. The John Howard Society of North Island does not record statistical information about visits to its website, such as visitors' IP addresses and duration of the visits. The John Howard Society of North Island does not sell, trade, or rent information to third parties.

The John Howard Society of North Island employs a Privacy Officer, who is responsible for overseeing the Society's practice and compliance with this Privacy Statement, The John Howard Society of North Island's Privacy Policy, and all applicable privacy laws. He/she will be the sole recipient of suggestions or complaints made about The John Howard Society of North Island through the Society's Website, and of any information from Surveys filled out through this Website. Information sent to the Privacy Officer may be summarized in anonymous format for the purpose of continuous quality improvement of the Society's programs and services. At no time will any specific comments be attributed to any individual unless specific agreement has been obtained beforehand. All data collected will be exclusively used for the purpose of improving The John Howard Society of North Island's programs and services. Only aggregate data will be released to

protect the personal identity of those submitting surveys, comments, suggestions or praise through the Society's Website. All copies of such complaints, suggestions, praise, or surveys will be kept on the Privacy Officer's secure computer.

For additional information about The John Howard Society of North Island's privacy practices, please contact our Privacy Officer:

Wendy Richardson

Telephone: (250) 286-0611

Email: [wendy@jhsni.bc.ca](mailto:wendy@jhsni.bc.ca)