

## Website Privacy Policy

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*(Approved September 2018)*

### 1.0 Introduction

West Coast LEAF (WCL) is committed to protecting your privacy and maintaining the confidentiality, security and accuracy of your personal information.

This Website Privacy Policy describes the information WCL collects in the normal course of use of this website, how that information is used and how it may be disclosed.

WCL is compliant with [privacy laws in Canada](#) as well as [Canada's anti-spam legislation](#). WCL lawyers are also subject to regulatory requirements governing the legal profession and the [Code of Professional Conduct for British Columbia](#).

### 2.0 Collection and Use of Personal Information

“Personal Information” means information about an identifiable individual. It does not include aggregate information which cannot be associated with a specific individual and it does not include the name, title, business address, or business telephone number of an individual.

WCL will collect your name, address, telephone number, email address and any additional details you choose to provide if you complete the relevant pages on the WCL website in order to:

1. receive electronic updates;
2. volunteer;
3. donate money;
4. book a workshop;
5. register for an event; or,
6. take other on-line action.

WCL will safeguard this personal information and will use it solely for the purposes noted in this Website Privacy Policy, which include:

1. providing you with the requested information or service;
2. updating you regarding the work WCL;
3. inviting you to upcoming events ;
4. responding to any specific request that you have made; and
5. seeking your financial support and providing tax receipts for donations.

WCL will keep the information only for the length of time necessary to fulfill the purposes for which it was collected.

### **3.0 Consent to collect, use and disclose personal information**

When you visit this site and access information, you are anonymous. WCL does not require you to provide personal information to view it. By signing up for electronic communications, registering for an event or workshop, applying for a volunteer or employment position, or making a donation online you are providing personal information and consenting to the collection, use and disclosure of that personal information in accordance with this Website Privacy Policy.

You may give your express consent orally, electronically or in writing. You provide implied consent when that consent can reasonably be inferred by your conduct. For example, if you provide WCL with personal information on this website, WCL will imply your consent to the collection, use and disclosure of that personal information for the purposes for which you provided that information or any other purposes identified to you at the relevant time, including those set out in this Website Privacy Policy.

At any time you may advise WCL that you no longer consent to the use or disclosure of the personal information that you have provided for any or all of the identified purposes and, subject to any legal obligations WCL may have with respect to the information, WCL will no longer do so. Please contact WCL's Privacy Officer identified below.

### **4.0 Email**

WCL also collects your personal information if you send an e-mail to WCL. This information will only be used by authorized WCL staff for the specific purpose for which you submit the information. WCL does not sell or trade email addresses. If you have received email from WCL and would like to be removed from our mailing list, please email us at [donormgr@westcoastleaf.org](mailto:donormgr@westcoastleaf.org) or call 604-684-8772.

### **5.0 Donation information**

WCL does not sell or trade any donor information. If you have any questions regarding how WCL uses information you have provided to us as a function of a donation you have made, please contact WCL's Privacy Officer identified below.

### **6.0 Other use of your information**

WCL will not collect, use or disclose personal information except for the identified purposes or as required by law, unless WCL has received your further consent.

### **7.0 Cookies**

When you use this website, WCL (or a third party provider) may use "cookies" to collect non-personal information which tracks how the website is used. A cookie is a small text file containing a unique identification number that identifies the visitor's browser, but not necessarily the visitor. Most browsers are initially set up to accept cookies, but you can reset your browser either to notify you when you have received a cookie or to refuse to accept cookies. Disabling cookies may affect your ability to use this website.

## **8.0 Security of personal information**

WCL recognizes the need to protect the personal information entrusted to it and uses physical, administrative and electronic procedures designed to keep the personal information that WCL collects through this website secure. These means of protecting and maintaining the security of your personal information help to prevent unauthorized access, maintain data security and ensure the appropriate use of your information once WCL has received it.

## **9.0 Third Parties**

This website provides links to third-party websites, payment portals and social media platforms. WCL is not responsible for, and has no control over the privacy practices of these third parties.

## **10.0 No lawyer/client relationship**

No lawyer/client, advisory or fiduciary of relationship is created by this Website Privacy Policy, by your use of this website, or by your communicating with WCL or a WCL staff member by email or through this website.

## **11.0 Access to your personal information**

Upon your written request, and subject to certain exceptions required by law, WCL will inform you of the existence, use and disclosure of your personal information, and will give you access to that information. Access requests should be sent in writing to WCL's Privacy Officer identified below.

## **12.0 Keeping your information accurate**

WCL makes every reasonable effort to keep your personal information accurate and up-to-date. Please keep us informed of any changes. If you find any errors in our information about you, please let WCL know and we will make the corrections as soon as possible.

## **13.0 Privacy Officer**

WCL has appointed Basya Laye as Privacy Officer to oversee compliance with this Website Privacy Policy and applicable privacy laws and regulations. For more information or to speak to WCL's Privacy Officer, please contact the WCL office at:

West Coast LEAF – Attn: Privacy Officer  
555-409 Granville Street  
Vancouver, BC  
V6C 1T2  
Phone: 604-684-8772  
Email: [development@westcoastleaf.org](mailto:development@westcoastleaf.org)

## **14.0 Data Breaches**

WCL will report data theft and any unlawful breaches of its mailing list to relevant authorities.

## **15.0 Data Updates and changes to Website Policy**

Any changes to WCL's Website Privacy Policy will be posted on this website as soon as they go into effect.