

Times Change Women's Employment Service

Website Privacy Statement

Privacy Statement

Times Change is committed to protecting personal information, by following responsible information handling practices in keeping with privacy laws.

What is Personal Information?

Personal information includes any factual or subjective information, recorded or not, about an identifiable individual. This includes information in any form such as:

- Age, name, identification numbers, income, ethnic origin
- Opinions, evaluations, comments, or social status

Personal information does not include the name, title, business address, or telephone number of an employee of an organization.

Times Change uses modern information and communication technologies to support our Times Change activities. Our Privacy Statement covers Times Change and our website:

Times Change Women's Employment Service
365 Bloor Street East, Suite 1003
Toronto, Ontario M4W 3L4 Canada
www.timeschange.org

Anonymous Access

You can access our website home page and browse our site without disclosing your personal information. We do not use cookies on our website. We collect information about you only if you volunteer to provide it.

Services and Links of our Website

Our website enables you to communicate with us.

We want your website experience with us to be as informative as possible, therefore we provide a number of links to third party sites.

Times Change assumes no responsibility for the information practices of sites you are able to access through our site. We encourage visitors to review each site's privacy policy before disclosing any personally identifiable information.

Your choice

We collect personal information volunteered to us online, or which you provide at the time of becoming a member, donor or registered participant of our programs and services.

We also use and disclose data, which does not identify individuals, for statistical purposes in order to develop and enhance Times Change programs and services.

We may also collect personal information in order to satisfy legal, government and regulatory obligations.

Once you provide your contact information on Times Change intake forms, you may hear from us regarding important information concerning a Times Change program or service for which you are registered. You may also hear from us regarding other Times Change programs, services or events that may interest or be of benefit to you. If you do not wish to hear about other Times Change programs, services or events, you will have the opportunity to opt-out on the appropriate form.

Information sharing

We do not sell any personal information we collect.

We will not disclose your personal information to anyone else without your prior knowledge or consent, except when required by a government body or agency, or as permitted by law.

Confidentiality / Security

Times Change maintains physical, electronic and administrative safeguards that are appropriate to the type of personal information we obtain from you.

Times Change staff and volunteers having access to personal data are required to respect the confidentiality of personal information and handle it responsibly.

Privacy Questions

If you are aware of any changes or inaccuracies regarding the personal information we hold about you, please contact a Times Change staff person.

If you have an inquiry about Times Change privacy practices or if you have a complaint or concern about Times Change information handling practices, we encourage you to contact the Times Change Privacy Officer at 416-927-1900.

If the Times Change Privacy Officer is unable to resolve a concern to your satisfaction, please address a letter to the President of the Board of Directors for Times Change Women's Employment Service. Please provide the following information in writing:

- Your name and how you wish to be contacted
- Nature of your concern, relevant details and what you would like Times Change to do
- Name of the Times Change staff person with whom you have already discussed the issue

Times Change will investigate and assist with resolving your concern.

Ongoing Relevancy

Times Change regularly reviews its policies and procedures to ensure we remain current with changing laws and evolving public expectations.