



# Southeast Child & Family Services

400 - 360 Broadway  
Winnipeg, MB R3C 0T6

Telephone: (204) 947-0011  
Fax: (204) 947-0009

## WEBSITE PRIVACY POLICY

Southeast Child and Family Services (“SECFS”) is committed to respecting the privacy concerns of its visitors to [www.southeastcfs.org](http://www.southeastcfs.org) (“the Website”). SECFS has created this privacy policy (the “Policy”) to establish guidelines that will govern the collection, use, protection and disclosure of the personal and non-personal information of its visitors.

SECFS collects three kinds of information from this Website: (1) your voluntarily provided personal information; (2) anonymous non-personal information; and (3) “cookie” based information.

(1) **Personal Information:** SECFS does not automatically collect personal information, such as name, address, phone number, email address and other personally identifiable information, from its visitors (“Personal Information”). From time to time, SECFS will collect Personal Information that is voluntarily provided by its visitors in filling out contest entry forms and subscribing to newsletters and other activities carried out on the Website. SECFS will only collect and use such Personal Information solely for the purpose(s) disclosed by SECFS at the time of collection and only after the visitor has voluntarily agreed to such collection and use, by clicking “I agree” on the online form or in writing if entering via faxed or mailed form. SECFS also sometimes use email addresses that have been voluntarily provided by its visitors to respond to visitors who communicate with us, to inform winners of contests or to subscribe to newsletters. All emails from SECFS to its visitors include instructions on how to discontinue receipt of emails, newsletters and other communication from SECFS and visitors can discontinue such communication at any time. Email addresses from visitors who wish to discontinue receipt of SECFS’s emails will be removed from SECFS’s distribution list and data bases. All Personal Information that may identify a visitor and has been collected with the visitor’s consent by SECFS is not disclosed in any identifiable form to any other party outside the company except for the fulfillment of the specific purpose identified to the visitor at the time of collection. However SECFS may disclose such information in anonymous, aggregated and non-personally identifiable form to other parties for marketing, advertising or other purposes and to better understand visitor’s use of the Website. At any time, a visitor may send an email to [Privacy Officer](#) to request that Personal Information be changed, removed or updated in SECFS’s databases. Visitors should exercise caution when they disclosed personally identifiable information on bulletin boards or chat rooms on this Website or any other website. Such areas are accessible by anyone and may result in the visitor receiving unsolicited messages from other people and/or companies. Although SECFS is committed to protecting the Personal Information provided to it by its visitors in compliance with this Privacy Policy, it cannot guarantee the security of information, whether personal or otherwise, that visitors disclose online to publicly accessible bulletin boards or chat rooms.

(2) **Anonymous Non-Personal Information:** When visitors visit the Website, anonymous, non personal information about their visit is automatically collected. Such information may include the length and date of the visit, how the visitor navigated the Website, what pages the visitor viewed, the type of browser being used by the visitor, the type of operating system used by the visitor and the domain name of the visitor’s Internet service provider. SECFS uses this Anonymous Non-Personal Information to track the success of its Website with its visitors and to better tailor the Website to visitors’ needs and interests. This Anonymous Non-Personal Information may be shared with other parties, such as broadcasters, advertisers, sponsors and partners.

(3) **Cookie-based Information:** SECFS may use cookies on its Website. “Cookies” are pieces of information that a website transfers to a visitor’s hard drive for record keeping and identification purposes. Cookies are used to make the visitor’s use of a website easier by saving visitor preferences and passwords and to identify which areas of the website are popular and which areas need improvement and how to target certain advertising to its visitors.

SECFS does not use cookies to collect personally identifiable information except in connection with a password protected online registration for a contest or newsletter or other service and only with the visitor’s informed consent. Visitors may visit the Website with its cookies turned off to avoid the collection of Cookie-based Information.



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**Protection of Visitors' Personal Information:** SECFS protects the Personal Information it collects with appropriate technological, physical and administrative safeguards to protect it from unauthorized disclosure or use. Access to Personal Information collected by SECFS is limited to authorized individuals and stored on its databases, which are protected by firewalls and are password-secured. SECFS retains the Personal Information only for as long as is required for the purposes identified at the time of its collection and consented to by the visitor providing it or as otherwise required by law. Once Personal Information is no longer necessary for the purposes consented to by the visitor, it is SECFS's practice to delete it from its data bases or systems or make it anonymous.

**Linked Websites:** This Website may be linked to other websites. These linked websites are not under the control of SECFS and are required to have their own privacy policies. Visitors should ensure that they read and understand how their Personal Information may be collected, used, and disclosed by the linked websites as SECFS is not responsible for and shall not be held liable for any procedures, policies or activities of any websites linked to the Website.

**Visitor's Consent to Privacy Policy:** By visiting and using this website, the visitor agrees to the Privacy Policy and the terms of use ("Terms of Use") linked to this Privacy Policy. If you do not agree to the Privacy Policy do not use this Website or provide Personal Information to SECFS. If you wish to amend, update or remove the Personal Information already provided, contact our [Privacy Officer](#).

**Accountability:** SECFS takes its commitment to securing privacy very seriously. From time to time, SECFS may amend or update this Privacy Policy to comply with visitor concerns, best practices and/or the law. SECFS has appointed a member of its management team to act as SECFS's Privacy Officer and who is responsible for reviewing, approving and administering this Privacy Policy and SECFS's commitments hereunder.

If you have any questions, concerns or comments, feel free to contact:

Email: Human Resources Director – [Lynda.Flett@secfs.org](mailto:Lynda.Flett@secfs.org)

Phone: (204) 947 – 0011

Fax: (204) 947 – 0009

Or in writing:

Human Resources Director  
Southeast Child and Family Services  
4<sup>th</sup> Floor – 360 Broadway Avenue  
Winnipeg, Manitoba, Canada.  
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