

Alberta Construction Safety Association

ACSA Privacy Policy

→ Our Collection and Use of Your Personally Identifiable Information

In general, we collect and use information about you for membership, student course and COR administration, to deliver member benefits (e.g., the Advisor magazine), and to inform you of ACSA-related conferences, benefits and/or other opportunities. Except as described herein, we do not sell, rent or otherwise share or disclose your private, personally identifiable information to third parties.

The ACSA specifically collects information from you at several different points. For information collected automatically via the Internet, we log http requests to our server. These logs capture computer information, navigation and clickstream data.

Some of the information collected does not identify who you are. Other information, such as your domain name or IP address, may identify you depending on the naming standards followed by your Internet service provider. You may wish to ask them about their policies and practices.

While we make no attempt to link the information captured to the identity of individuals, the information captured does identify the following:

1. The Internet domain and IP address from which you access our web site;
2. The type of browser and operating system used to access our site;
3. Screen resolution of your monitor;
4. The date and time you access our site;
5. The pages you visit

This information is used to help us make our site more useful to our audiences by learning about the number of visitors to our site, and by monitoring traffic patterns and the types of technology our visitors use. We do not track or record information about specific individuals and their visits.

Visitor information is not disclosed to anyone except ACSA personnel who need the information for legitimate business purposes such as responding to a request.

→ Cookies

A cookie is a small piece of text information that is sent to your browser when you access a web site. Your browser will return this cookie information to the domain where the cookie originated. While we do not regularly use "cookies" to track how our visitors use the site, when cookies are used, they may be used to help you fill in forms or track your use of the sites. The length of time that the cookie will reside on your machine will depend upon the specific set-up of the particular sites you visit.

If you are concerned about the use of cookies, you can refer to the help information in your browser software for information on how to disable cookies. If you wish to delete cookies from your machine, consult your browser's help files for instructions on how to do so.

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→ Security

For site security purposes, the ACSA employs software programs to monitor network traffic that identifies unauthorized attempts to upload or change information, or otherwise cause damage.

Except for authorized law enforcement investigations, no other attempts are made to identify individual users or their usage habits.

→ Privacy and Links to Other Sites

The ACSA web site may contain links to other sites. We are not responsible for the content and the privacy practices of other web sites and encourage you to examine each site's privacy policy and disclaimers and make your own decisions regarding the accuracy, reliability, and correctness of material and information found.

Information Collected in E-mails and Web Forms

If you should choose to provide us with personal information - as in an e-mail or by filling out a form and submitting it to us through our web site - we will use that information to respond to your message and to help us get the information you have requested.

The ACSA does not collect personal information for commercial marketing or distribution to any private organizations.

Messages sent via the Internet can be intercepted. If you are concerned about sending your personal information to us via the Internet, you can use another method such as fax or regular mail.

Information You Provide To Us

ACSA primarily collects information in connection with ACSA membership and ACSA-related conference/course registrations. While currently membership/course registration information is received by telephone, mail, facsimile, e-mail and in person, we also provide for online course registration (in addition to the downloadable registration application that can be mailed or faxed to us).

The ACSA will treat any information of its members and conference/course attendees as confidential and will not disclose it to any third party (other than in connection with ACSA co-sponsored conferences) without consent.

We do not rent, sell or otherwise disclose personal information for non-ACSA related mailings. If you do not wish to receive the ACSA Advisor newsletter or have specific contact preferences, you may express your preferences by sending a letter, calling or e-mailing the ACSA Privacy Coordinator at the contact information below informing us of your preferences.

In connection with ACSA-hosted conferences, ACSA provides an attendee list to the Sponsors, Co-Sponsors & Exhibitors of the Conference/Expo for their respective use in post conference mailing. If you do not wish to receive the information materials from such sponsors, co-sponsors & exhibitors, you may express your preference to not be so contacted by either checking the appropriate box on the

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registration form at the time of registration or by sending a letter, calling or e-mailing the ACSA Administrative Offices at the contact information below informing us of your preference.

→ Correspondence

If you correspond with us via e-mail, the postal service, or other form of communication, we may retain such correspondence and the information contained therein and use such to respond to your inquiry and/or notify you of ACSA conferences, news or other ACSA-related opportunities. Importantly, e-mail and postal address information is never sold, given, or otherwise shared or disclosed to third parties except as set forth herein. If you do not wish to receive such notifications, you may express your preference to not be so contacted by sending a letter, calling or e-mailing the ACSA Administrative Offices at the contact information below informing us of your preference.

Information from Other Sources

We may receive information about you from other sources, such as Alberta Government Services, Alberta WCB, our agents and service providers, and from publicly available sources. For example, sometimes we receive information from third parties when we process credit card payments made by you for conferences, registrations or membership.

Restrictions on Disclosing Information to Third Parties

We may disclose all of the information (described above) that we collect, as stated above and in accordance with the terms set forth in this section.

Note, we do not reveal personally identifiable information about you to third parties for their independent use unless:

1. you request or authorize;
2. in connection with ACSA-hosted and ACSA co-sponsored conferences as described above;
3. the information is provided to comply with the law (for example, to comply with a search warrant, subpoena, court order or Workplace Health & Safety investigation), enforce an agreement we have with you, or to protect our rights, property or safety, or the rights, property or safety of our employees or others;
4. the information is provided to our agents, vendors or service providers who perform functions on our behalf;
5. to address emergencies or acts of God; or
6. to address disputes, claims, or to persons holding a legal or beneficial interest. We may also gather aggregated data about our members and disclose the results of such aggregated (but not personally identifiable) information to our partners, service providers, advertisers and/or other third parties for marketing or promotional purposes.

From time to time we may partner or enter into arrangements with another party to provide specific benefits and/or services to our users. If you sign up for these benefits and/or services, then we will provide to them the information that we believe is reasonably necessary for them to provide such benefits or services to you. If you do not wish to receive marketing communications from our partners or us you, you may express your preference to not be so contacted by sending a letter, calling or

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emailing the ACSA Administrative Offices at the contact information below informing us of your preference.

Our Security Measures to Protect Information

To help protect the privacy of data and personally identifiable information you transmit through use of this site, we maintain physical, technical and administrative safeguards. We update and test our security technology on an ongoing basis. We restrict access to your personally identifiable information to those employees who need to know that information to provide benefits or services to you. In addition, we train our employees about the importance of confidentiality and maintaining the privacy and security of your information. We commit to taking appropriate disciplinary measures to enforce our employees' privacy responsibilities.

Your Access to and Updating of Personal Information

Reasonable access to personally identifiable information will be provided within 45 days at no cost to ACSA members, conference attendees and others upon written request made to the ACSA at the contact information provided below. If access cannot be provided within that timeframe, ACSA will provide the requesting party a date when the information will be provided. If for some reason access is denied, ACSA will provide an explanation as to why access has been denied.

As our organization, membership and benefits change from time to time, this Privacy Policy and Conditions of Use is expected to change as well. We reserve the right to amend the Privacy Policy and Conditions of Use at any time, for any reason, without notice to you, other than the posting of the amended Privacy Policy and Conditions of Use. We may e-mail, fax or publish in the "Advisor" magazine periodic reminders of our notices and terms and conditions and will e-mail or fax ACSA members of material changes thereto, but you should check our web site frequently to see the current Privacy Policy and Conditions of Use that is in effect and any changes that may have been made to it. The provisions contained herein supersede all previous notices or policies regarding our privacy practices and the terms and conditions that govern the use of this site.

If you have any questions regarding the ACSA Privacy Policy, please send an e-mail to privacy@youracsa.ca.