

## **Privacy Policy**

Matthews Hall is committed to ensuring that the privacy of your personal information is protected, in accordance with the Personal Information and Electronic Documents Act (PIPEDA, January 1, 2004).

We do not collect personal identifying information about you when you visit our site, unless you choose to provide such information to us. Providing such information is voluntary. We do not disclose this information to third parties, unless required by law. Upon regular review of procedures, Matthews Hall may change this policy from time to time. You should check this page from time to time to be sure that you are happy with changes.

### **Personal Information**

Personal information is any information about an individual, such as your name, address and any other information about you relevant to the delivery of our services or information. We collect this through forms on our website. We store it in secure databases.

### **What We Collect**

a) Profile Update and Donations

If you complete a Profile Update Form or a Donation Form and share your personally identifying information, this information will be used only to provide you with the kinds of information or for the purposes which you request. We may send you further information about Matthews Hall or contact you when necessary. You may always request to cease receiving mailings by emailing us at [vukov.j@matthewshall.ca](mailto:vukov.j@matthewshall.ca)

b) Statistics

We may monitor traffic patterns, site usage and related site information in order to optimize our website information and our services. We may provide aggregated information to third parties, but these statistics do not include identifiable personal information.

c) Email

You may send us personally identifying information in an electronic mail message or by filling our Web form. We use this information to respond to your requests. We may forward it to another employee of Matthews Hall who can answer your question best. We may also use your email to send you further information about our programs. We will not share your personal information with outside parties.

### **Security**

In order to prevent unauthorized access or disclosure, we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information.

**Website Links**

The Matthews Hall website may contain links to other websites which are not governed by this policy.

**Controlling Your Personal Information**

You may choose to restrict the collection or use of your personal information or to amend it by emailing us at [yukov@matthewshall.ca](mailto:yukov@matthewshall.ca)