



ALBERTA COMMUNITY AND CO-OPERATIVE ASSOCIATION (THE "ACCA") PRIVACY POLICY

UPDATED: AUGUST 2018

The ACCA is committed to ensuring your privacy while you visit this site. This Privacy Policy describes how your personal information is collected, used, and shared when you visit or make a purchase from www.acca.coop or www.acca.events (the "Site"). All information is collected in compliance with the Personal Information Protection Act ("PIPA"). For information about PIPA, visit: <http://servicealberta.ca/pipa-overview.cfm> or access the act directly: <http://www.qp.alberta.ca/documents/Acts/P06P5.pdf> By accessing the Site, you accept all the terms and conditions outlined in this Privacy Policy. If you submit your personal information to us this is deemed to provide consent and permission to use and disclose as referred to in the following pages. If you do not agree with the terms and conditions of this policy, you must immediately cease using and accessing the Site and any content, services or products available via the Site. Your personal privacy is of utmost importance to us, therefore we will never, sell, rent or trade out our mailing lists or your personal information and respect the privacy of every Site visitor, supporter or member that we engage with. You reserve the right to opt-out of your personal information being stored by the ACCA at any time by contacting us on the details below.

DISCLAIMER

The opinions expressed by external writers or hyperlinks are not necessarily those of the ACCA. We recommend that you undertake due diligence, verify the information and/or check with a professional before acting on any information contained herein. An appearance in an ACCA e-newsletter, website or social media site is not an endorsement of a product or an organization.

DEVICE INFORMATION WE COLLECT

When you visit the Site, our web server and provider automatically collect limited basic statistical information about your device which does not identify you as an individual user. This includes information about your web browser, IP address, time zone, and some of the cookies that are installed on your device.

We collect Device Information using the following technologies:

- "Cookies" are data files that are placed on your device or computer and often include an anonymous unique identifier. For more information about cookies, and how to disable cookies, visit <http://www.allaboutcookies.org>.
- "Log files" track actions occurring on the Site, and collect data including your IP address, browser type, Internet service provider, referring/exit pages, and date/time stamps.
- "Web beacons," "tags," and "pixels" are electronic files used to record information about how you browse the Site.

We use this information to:

- Tailor and improve our online features and services by tracking site interactions

- Help us screen for potential risk and fraud
- Execute & assess the success of any marketing and advertising campaigns
- Create products or services that may meet your needs

We refer to this automatically-collected information as “Device Information.”

INDIVIDUAL INFORMATION WE COLLECT

When you voluntarily sign up to attend an event or service, make a purchase, attempt to make a purchase, sign up to our newsletters or send a general inquiry via email on our contact page; we collect certain information from you which could include: your name, address, email address, phone number, organization, job role, billing address, shipping address and payment information (including credit card numbers).

We use this information to:

- Respond to queries and correspondence submitted by you
- To keep you informed of ACCA activities, programs and services
- Process applications or transactions submitted by you
- Create products or services that may meet your needs
- Comply with required provincial or national legislation

When we talk about “Personal Information” in this Privacy Policy, we are talking both about Device Information and Individual Information.

HOW DO WE USE YOUR PERSONAL INFORMATION?

Any personal information that we collect from our site is only used for the purpose intended and outlined in this privacy policy. Your information is stored securely and never shared with or sold to third parties unless you have provided implied or express consent to do so.

PROTECTING YOUR INFORMATION

At the ACCA, we take security seriously. Each employee or contract worker engaged in employment activities with the organization who has access to personal information must comply with the “PIPA” act.

We use and update our systems on a regular basis to protect against unauthorized entry and loss, theft or misuse of personal information. Although we make every effort to protect personal information by using and regularly updating passwords on our network, no computer system is immune from hackers and others who might misuse information. We are, therefore, not responsible for any breach of security that is beyond our reasonable control.

For online submission of forms, we actively use Google’s reCAPTCHA software to protect your personal information from spam or abuse:

<https://www.google.com/recaptcha/intro/v3beta.html>

KEEPING YOUR INFORMATION ACCURATE

From time to time, we will contact you with a request to update your personal information with the objective of complying with *Canada Anti Spam Legislation (CASL)*: <http://fightspam.gc.ca/eic/site/030.nsf/eng/home> and protecting your privacy from unauthorised access and improper use if your information has changed. If you would like to change the personal information you have supplied, please contact us as set out below.

SHARING YOUR PERSONAL INFORMATION

Occasionally, we use and share your personal information with third parties for uses in connection with the Site.

For transparency, we use the following third-party services. Read their privacy statements to find out how they track and use your information:

Payments:

- [Bambora Privacy Policy](#)

Cloud Storage:

- [Synology Privacy Policy](#)
- [Microsoft Privacy Policy](#)
- [Google Privacy Policy](#)
 - o *We use a variety of Google Services, including: Analytics, Ads, Drive, Mail, reCAPTCHA.*

E-mail Marketing:

- [Mailchimp Privacy Policy](#)
- [Constant Contact Privacy Statement](#)

Websites:

- [Wordpress.org Privacy Policy](#)
- [Squarespace Privacy Policy](#)

Forms & Surveys:

- [Signupmaster Privacy Policy](#)
- [SurveyMonkey Privacy Policy](#)

Social Media:

- [Facebook Cookie Policy](#)
- [Twitter Cookie Policy](#)
- [LinkedIn Privacy Policy](#)
- [Hootsuite Privacy Policy](#)
- [Instagram Data Policy](#)

Digital Advertising:

- [Facebook Cookie Policy](#)
- [Google Privacy Policy](#)

DISCLOSURE BY LAW

We may also share your Personal Information to comply with applicable laws and regulations, to respond to a subpoena, search warrant or other lawful request for information we receive, or to otherwise protect our rights.

LINKS TO OTHER WEBSITES / LINKS TO OUR WEBSITE

The site contains hyperlinks to websites operated by parties other than the ACCA. We have included the privacy policies of the third-party services we use above.

We cannot be responsible for the privacy policies and practices of other websites as their content is beyond our control. We advise that you check the privacy policy of each site you visit as you will be subject to their own policies.

DO NOT TRACK

Please note that we do not alter our Site's data collection and use practices when we see a Do Not Track signal from your browser.

CHANGES

We may update this privacy policy from time to time in order to reflect, for example, changes to our practices or for other operational, legal or regulatory reasons.

CONTACT US / ACCESS TO PERSONAL INFORMATION

For more information about our privacy practices, if you have questions, if you wish for us to update or stop using your information or if you would like to make a complaint, please contact us with specific and clear details by e-mail at info@acca.coop or by mail using the details provided below:

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Stony Plain, Alberta
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Canada

During such contact, we will however continue to use your personal data for the purposes set out in this privacy policy.