

## **Privacy Policy**

Type of website: Registered charity, religious organization

Site: <https://gracelutheraneganville.ca>

Effective date: 1st day of February, 2023

The domain **<https://gracelutheraneganville.ca>** (the "Site") is owned and operated by **Grace Evangelical Lutheran Church Eganville**. Grace Evangelical Lutheran Church Eganville can be contacted at:

[gracelutheran@nrtco.net](mailto:gracelutheran@nrtco.net)

(613) 628-1392

14 Bonnechere Street West, Eganville, ON, K0J 1T0

### **Purpose**

The purpose of this privacy policy (this "Privacy Policy") is to inform users of our Site of the following:

1. The personal data we will collect;
2. Use of collected data;
3. Who has access to the data collected;
4. The rights of Site users; and
5. The Site's cookie policy.

This Privacy Policy applies in addition to the terms and conditions of our Site.

### **Consent**

By using our Site users agree that they consent to:

1. The conditions set out in this Privacy Policy; and
2. The collection, use, and retention of the data listed in this Privacy Policy.

### **Personal Data We Collect**

We only collect data that helps us achieve the purpose set out in this Privacy Policy. We will not collect any additional data beyond the data listed below without notifying you first.

Data Collected Automatically

When you visit and use our Site, we may automatically collect and store the following information: IP addresses, browser types, device type, pages viewed, approximate geolocation, network used, how often you visit our site and session statistics.

#### Data Collected in a Non-Automatic Way

We may also collect the following data when you perform certain functions on our Site: First and last name, Email address, and Phone number.

This data may be collected using the following methods: Filling out Contact Form.

### **How We Use Personal Data**

Data collected on our Site will only be used for the purposes specified in this Privacy Policy or indicated on the relevant pages of our Site. We will not use your data beyond what we disclose in this Privacy Policy.

The data we collect automatically is used for the following purposes: Analytics.

The data we collect when the user performs certain functions such as filling out forms) may be used for the following purposes: Responding to inquiries.

### **Who We Share Personal Data With**

#### Employees

We may disclose user data to any member of our organization who reasonably needs access to user data to achieve the purposes set out in this Privacy Policy.

#### Third Parties

The following third parties automatically collect user data: Youtube.

User data third parties collect include: Video content viewing; Video viewing user preferences; and Statistical data.

Third parties use the data for the following purposes: Advertising.

Third parties will not be able to access user data beyond what is reasonably necessary to achieve the given purpose.

We have no control over Youtube's privacy policies and practices. By watching embedded Youtube videos on our Site, you are subject to Youtube's privacy policies and practices.

#### Other Disclosures

We will not sell or share your data with other third parties, except in the following cases:

1. If the law requires it;
2. If it is required for any legal proceeding; and
3. To prove or protect our legal rights.

If you follow hyperlinks from our Site to another Site, please note that we are not responsible for and have no control over their privacy policies and practices.

#### **How Long We Store Personal Data**

User data collected by the first party will be stored until the purpose the data was collected for has been achieved, or for a maximum of two (2) years.

#### **Protecting Your Personal Data**

While we take all reasonable precautions to ensure that user data is secure and that users are protected, there always remains the risk of harm. The Internet as a whole can be insecure at times and therefore we are unable to guarantee the security of user data beyond what is reasonably practical.

#### **Children**

We do not knowingly collect or use personal data from children under 13 years of age. If we learn that we have collected personal data from a child under 13 years of age, the personal data will be deleted as soon as possible. If a child under 13 years of age has provided us with personal data their parent or guardian may contact our privacy officer.

#### **How to Access, Modify, Delete, or Challenge the Data Collected**

If you would like to know if we have collected your personal data, how we have used your personal data, if we have disclosed your personal data and to who we disclosed your personal data, or if you would like your data to be deleted or modified in any way, please contact our privacy officer here:

web@gracelutheraneganville.ca

#### **Cookie Policy**

A cookie is a small file, stored on a user's hard drive by a website. Its purpose is to collect data relating to the user's browsing habits. You can choose to be notified each time a cookie is transmitted. You can

also choose to disable cookies entirely in your internet browser, but this may decrease the quality of your user experience.

We use the following types of cookies on our Site:

1. Functional cookies

Functional cookies are used to remember the selections you make on our Site so that your selections are saved for your next visits;

2. Analytical cookies

Analytical cookies allow us to improve the design and functionality of our Site by collecting data on how you access our Site, for example data on the content you access, how long you stay on our Site, etc;

3. Targeting cookies

Targeting cookies collect data on how you use the Site and your preferences. This allows us to personalize the information you see on our Site for you; and

4. Third-Party Cookies

Third-party cookies are created by a website other than ours. Third-party cookies are used to achieve the following purposes:

- a. Advertisement.

**Modifications**

This Privacy Policy may be amended from time to time in order to maintain compliance with the law and to reflect any changes to our data collection process. When we amend this Privacy Policy we will update the "Effective Date" at the top of this Privacy Policy. We recommend that our users periodically review our Privacy Policy to ensure that they are notified of any updates. If necessary, we may notify users on the homepage of changes to this Privacy Policy.

**Contact Information**

If you have any questions, concerns or complaints, you can contact our privacy officer at:

web@gracelutheraneganville.ca