

The Township of Centre Wellington (“Township”, “our”, “we”) is committed to protecting the privacy of personal information you may provide when visiting our website at www.centrewellington.ca (“website”), including all subdomains. As part of this commitment, we want you to be fully aware of our information management practices, including how we collect, how we use and with whom we disclose any information.

Scope

This Privacy Policy covers the information management practices of the Township.

Direct Collection and Use of Personal Information

We collect information in both your personal and professional capacity. The Township does not consider information about a business, association or non-profit to be personal. The information we collect is provided by you to provide municipal services, programs or regulation in accordance with the Municipal Act, 2001, S.O. 2001, c.25 and numerous other statutes. The information we collect from you is mostly voluntary, for example to register for programs or services of the Township or to participate in a public consultation process.

Public Consultation & Comment of Feedback Forms

We may ask the public to submit comments on input form on the Website or send email or correspondence to us on proposals or changes to Township activities, projects, services or activities (Township projects). We are collecting personal information which may include your name, address, contact information and opinion about Township projects. This information is collected for the purpose of the Township’s decision-making processes, may be considered publicly by Council or a committee and may be provided to the public; however, the Township will make efforts wherever possible to reduce the amount of personal information provided to the public.

Employment

We often advertise employment opportunities with the Township of the Township’s website. To apply for a position or inquire about a position, you may provide personal information such as your name, contact information or employment-related information. This information is used for the purpose of processing and responding to your application for or inquiry about employment opportunities.

Registration or Participation in Township Programs or Services

We collect personal information from you to register you or your family members for programs or service provided by the Township in which you would like to participate. For example, you may register a child online for a summer day camp program. To register for a program or service in the Township’s website, you may provide names, dates of birth, address, contact information, and credit card information, in addition to other information that is requirement for enrollment. This information is collected for the purpose of registering you or your family member in the Township program or service.

Online-Payment Systems

The Township offers online payment services which allows you to make payments or purchase goods online. For example, you may wish to purchase a burn permit online or pay for a parks and Recreation program. To pay for something online you are required to provide your name contact information,

credit card information and sometimes a user ID or password in addition to other information associated with the payment. This information is collect to allow the Township to process the payment.

Miscellaneous

You may choose to provide your personal information via email or telephone when placing an inquiry complaint or concern. This information is collected for the purpose of responding to your inquiry, complaint or concern and may be directed to another staff person, official or elected official who may be able to respond to your inquiry, complaint or concern.

There may be occasions when the Township may collect personal information for other reasons. When we do, we commit to notifying you of the collection, the authority for the collection, the purpose of the collection and how we intend to use the information collected as well as who can be contacted if you have questions about the collection of that information

Indirect Collection of Information – Cookies and Web Analytics

The Township's website uses cookies to improve the end users experience, which means when you visit the website, we may automatically collect summary information related to your use of the Township's Website.

A "cookie" is a small text file generated by the Township's server that is stored on a user's computer, placed there by a web serve for future access and retrieval of stored information. For example, a cookie may contain information about your font size preferences in order to remember this selected setting and display during all future visits to the Township's website.

Web browsers automatically accept cookies, but you can modify your browser setting to decline cookies if you prefer. If you choose to refuse to accept cookies portions of the Township's website or certain applications on the website may be affected. The Township does not combine the information gathered by its servers with other information to identify persons.

The Township uses web analytics software that records site visits, including your Internet Protocol (IP) address. The IP address is not combined with other information to identify individuals personally. The Township uses Google Analytics See [Google Analytics Privacy Overview](#) for more information relating to the limited use of your IP address and other privacy provisions.

Disclosure of your information

Personal Information will only be shared between Township staff, officials and elected officials where the information is necessary in the performance of their duties. The Township will not disclose your information to a third party except where provided for in the Policy or in accordance with the Municipal Freedom of Information and Protection of Privacy Act, or other applicable law.

Links to other Websites

The Township provides links to other websites that do not belong to the Township and over which we have no control. These links are provided as a courtesy to you and the Township has no responsibility or

liability for the way the third parties operate their websites. You may want to review that website's privacy policy.

If you have any questions of concern regarding this Policy, please contact Legislative Services by telephone at 519-846-9691 x242 or email clerks@centrewellington.ca.

The Township reserves the right to modify this Privacy Statement from time to time. At such time, the revised Policy will be posted.