

## **Our Privacy Commitment to You**

**Statement of Intent:** CIG respects and upholds an individual's right to privacy and to protection of his or her personal information.

**Personal Information** is personally identifiable information such as your name, residential address and email address and includes information about any services or products you may subscribe for or acquire from CIG, credit card information and billing records. Personal Information is collected by CIG only when you, as a visitor to our Web site, specifically and knowingly choose to provide it to us.

**Publicly available information**, such as a directory listing of your name, address, telephone number, and electronic address is not considered personal information.

## **Collection and Use of personal information**

**Non-Personal Information:** When you browse through this web site, you do so anonymously. CIG does not collect personal information about you unless you voluntarily provide it to us by interacting with the site or submitting an inquiry to us. Our servers automatically log information about visits to this web site in the normal course of establishing and maintaining web connections. The server logs record statistical information, such as visitors' IP addresses, time and duration of visit, and web sites visited. We collect this information so that we may continuously improve our web site content. These statistics are reported in aggregate form only. We do not link server log information to any other data in a way that would enable us to identify individual visitors.

**Submitting Inquiries:** You may submit an inquiry to us through the "Contact Us" portion of the site. We may ask for certain personal information such as your name, e-mail address, and so on. We collect this information in order to enable us to respond to your inquiries in as thorough a manner as possible.

**Submitting Membership Registration:** You may submit your Membership registration to us through the Membership Registration portion of the site. We will ask for certain personal information such as your name, e-mail, address, and so on. We collect this information in order to enable us to complete your Membership registration in as thorough a manner as possible and provide you with a membership to our not for profit organisation.

**Submitting Conference Registration:** When a conference is being advertised on CIG website and the registration webpage is online, you may submit your conference registration to us through the Conference Registration portion of the site which will only be active during the conference registration period. We will ask for certain personal information such as your name, e-mail, address, and so on.

We collect this information in order to enable us to complete your conference registration in as thorough a manner as possible and enable you access to the said conference.

**Submitting Geomatica Subscription Request:** You may submit your Subscription request to us through the "Geomatica/Order Geomatica" portion of the site. We will ask for certain personal information such as your name, e-mail, address, and so on.

We collect this information in order to enable us to complete your subscription request in as thorough a manner as possible. Complete up-to-date subscription procedures and policies can be found in this site at - <http://www.cig-acsg.ca/english/geomatica/subscription.php>

**Purposes for Collection, Use, and Disclosure:** If you do provide us with personal information, CIG will use the personal information to communicate with you and provide you with requested information or registration. We may also use personal information to provide you with more information related to our services and organization.

**Consent:** The provision of personal information by a visitor to our web site constitutes consent for CIG to collect, use, and disclose personal information for the purposes stated in this Policy. You may also withdraw your consent to any further collection, use or disclosure of personal information which you may have provided at any time by giving CIG prior reasonable notice.

**Release of Personal Information:** Unless you specifically authorize CIG to release your personal information, or release is required or permitted by law, CIG will not sell, lease or trade your personal information to other third parties. However, Publicly available information, such as a directory listing of your name, address, telephone number, and electronic address may be release to other third parties. We do not use or disclose personal information for any purposes other than those for which it was collected, except with your consent or as required by law. Personal information is retained only as long as is necessary for the fulfillment of the purposes for which it was collected, or as required by law.

**Accuracy:** CIG will make all reasonable efforts to ensure that personal information is as accurate, complete, and current as required for the purposes for which it was collected. If you find any inaccuracies in our information, please inform us and we will make the appropriate corrections promptly.

### **Refund Policy and Procedure**

**Conference Registration:** Policy and Procedures will be written at foot of the each conference registration page.

**Membership Registration:** No Refunds

**Geomatica Subscription:** No Refunds. Complete up-to-date subscription procedures and policies can be found in this site at - <http://www.cig-acsg.ca/english/geomatica/subscription.php>