



Website Privacy Statement

Approved By	President & CEO
Last Reviewed	December 20, 2017 (next review within two year/s of this date)
Statement Owner	Director, Communications & Marketing

PURPOSE

JVS Toronto is committed to comply with privacy legislation to ensure the protection of personal and confidential information for its employees, clients, and any individual who provides personal and confidential information, including those using its website.

In addition to JVS Toronto's privacy policies, this privacy statement outlines how Personally Identifiable Information (PII) is used in JVS website, www.jvstoronto.org.

PII is information that can be used on its own or with other information to identify, contact, or locate a single person, or to identify an individual in context.

This statement outlines how JVS Toronto collects, uses, protects or otherwise handles your Personally Identifiable Information (PII) in accordance with our website.

Please see JVS Toronto's privacy policies, located on our website at www.jvstoronto.org/privacy-policy/ for more information on our practices of collecting, using, disclosing and storing of personal information.

RESPONSIBILITY & PROCEDURE

Collection and Use of Personal Information

JVS Toronto's website includes features such as a blog, newsletter, resume clinic and forms.

Personal information is collected only when a website user registers for a newsletter, resume clinic or completes a form. For registration purposes, you may be asked to enter your name, email address, mailing address, phone number or other details.

The information we collect from you when you through a registration feature, such as a newsletter, resume clinic, or form, navigate through the website, or use other site features in the following ways:

- To administer a contest, promotion, survey or other site feature.
- To quickly process your transactions.
- To send periodic emails regarding your order or other products and services.
- To follow up with you after correspondence (live chat, email or phone inquiries)

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Protection of Personal Information on Website

Our website is scanned on a regular basis for security holes and known vulnerabilities in order to make your visit to our site as safe as possible using regular Malware Scanning.

Your personal information is contained behind secured networks and is only accessible by a limited number of persons who have special access rights to such systems, and are required to keep the information confidential. In addition, all sensitive/credit information you supply is encrypted via Secure Socket Layer (SSL) technology.

We implement a variety of security measures when a user enters, submits, or accesses their information to maintain the safety of your personal information.

All registration or form submissions are processed through a gateway provider and are not stored or processed on our servers.

Use of Cookies

We do not use cookies for tracking purposes. You can choose to have your computer warn you each time a cookie is being sent. You can also choose to turn off all cookies by changing your browser settings.

By turning off cookies, some of our website features may not function properly during your use of our website.

Disclosing Personal Information to Third-Parties

JVS Toronto does not sell, trade, or otherwise transfer any personal information to outside parties such as your name, address, city, town, or online contact identifier such as email or name of chat account, or phone number.

Information collect using program registration forms include a consent option outlining that personal information is use for the purposes of providing a service. JVS Toronto doesn't disclose any personal information of individuals who are either registering for or a program or service, or are a register participant in a program or service, to any third-party without obtaining consent.

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Links to Third-Party Websites

Occasionally, at our discretion, we may include links to third-party services on our website. These third-party sites have separate and independent privacy policies. We therefore have no responsibility or liability for the content and activities of these linked sites. Nonetheless, we seek to protect the integrity of our site and welcome any feedback about these sites by submitting an email to services@jvstoronto.org.

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Use of Google Products

Google's advertising practices are outlined in Google's Advertising Principles. They are put in place to provide a positive experience for users. For more information please visit <https://support.google.com/adwordspolicy/answer/1316548?hl=en>.

JVS Toronto uses Google AdSense Advertising on our website. Google, a third-party vendor, uses cookies to serve ads on our website site. Google's use of the Dynamic Advertising Reporting & Targeting (DART) cookie enables Google to serve ads to our website users based on previous visits to our site and other sites on the Internet. Users may opt-out of the use of the DART cookie through the Google Privacy & Terms located at <https://www.google.com/policies/technologies/ads/>.

JVS Toronto has implemented the following features on its Google AdSense Advertising:

- Demographics and Interests Reporting

We, along with third-party vendors such as Google, use first-party cookies (such as the Google Analytics cookies) and third-party cookies (such as DART cookies), or other third-party identifiers together. We use them to compile data regarding user interactions.

Opting Out to Seeing Personalized Ads

Users can opt out of seeing personalized ads when accessing by visiting Google Ads Help at: <https://support.google.com/ads/answer/2662922?hl=en>

Alternatively, you can opt out by visiting the Network Advertising Initiative Opt Out at: <https://www.networkadvertising.org/understanding-online-advertising/what-are-my-options>

Do Not Track signals

JVS Toronto honours Do Not Track signals and Do Not Track, plant cookies, or use advertising when a Do Not Track (DNT) browser mechanism is in place.

Third-Party Behavioral Tracking

JVS Toronto does not allow third-party behavioral tracking on its website.

Children Online Privacy Protection Act

We do not specifically market to children under the age of 13 years old.

Fair Information Practices

JVS Toronto's privacy policies and website follow the Fair Information Practices Principles as outlined in the Personal Information Protection and Electronic Documents Act (PIPEDA).

JVS Toronto has a Privacy Breach Policy and Privacy Complaint Policy that would be referenced when dealing with a breach of privacy through our website.

Please see JVS Toronto's privacy policies, located on our website at

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Should a data breach occur, notification to users effected that can be contacted via email will be informed within one (1) business day, and to general users through announcements within one (1) business day.

Anti-Spam Legislation

JVS Toronto follows practices as outlined in the Canadian Anti-Spam Legislation (CASL) on our website. In accordance with CASL, JVS Toronto has:

- Clear opt-in processes for individuals to be contacted by JVS Toronto such as our newsletter subscription, and Resume Clinic and program online registration process.
- Clear opt-out or unsubscribe process for individuals who have subscribed to features such as our newsletter or Resume Clinic using an electronic link.
- Identification of JVS Toronto on all communication including our head office address and telephone number.
- Uses personal information provided through the opt-in process to respond to inquiries and provide additional information such as for services, blog articles and upcoming workshops and events.
- Communication with individuals either upon request through an opt-in process or after an original service transaction has taken place.

JVS Toronto does not use any false or misleading subjects or email addresses in its communications; identifies messages with advertisements in a reasonable way; monitors third-party email marketing services, when used, for compliance; honours opt-out or opt-out requests quickly; and allow users to unsubscribe at any time by using the link at the bottom of each email.

Website Privacy Questions

Any questions about this Website Privacy Statement can be directed to:

Sharon Cardie
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JVS Toronto
74 Tycos Drive
Toronto, Ontario M6B 1V9
Canada
Email: privacyofficer@jvstoronto.org
Phone: 416-787-1725

Website Privacy Statement

GOVERNANCE

4.1 Policy Owner	Director, Communications, Marketing & Quality
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Version Control and Change History

Version Number	Approval Date	Approved by	Amendment
Version 2	To be added	To be added	This document was reviewed and substantially edited to provide additional details about JVS Toronto's Website Privacy practices
Version 1	March 2015	President & CEO	