

Please read the Privacy Policy of the Canadian Culinary Federation, Canadian Culinary Institute carefully which applies all affiliated websites and the National Membership Database so that you can understand how we collect, use and disclose the personal information that you provide to us.

By accessing this Website you accept all the terms and conditions of this Privacy Policy. In particular, by submitting your personal data to us, you will be deemed to have given your permission for use and disclosures referred to herein.

If you do not agree with the terms and conditions of this Privacy Policy, you must immediately cease using and accessing this Website and any content, services or products contained in or available from this Website for which you need to provide personal information.

#### **WHAT DOES THIS PRIVACY POLICY COVER?**

This Privacy Policy covers our use and disclosure of your personal information, which is collected through or in connection with this Website. For the purposes of this Privacy Policy, "this Website" means all the web pages related to CCFCC.CA; CCICC.CA and SHOPCCFCC.CA sites excluding any links to third party sites.

On your journey around the CCFCC websites you may check the privacy policy of each website which you visit however, be assured this privacy policy applies to all CCFCC related websites.

#### **WHO IS RESPONSIBLE FOR THE PERSONAL INFORMATION COLLECTED ON THIS WEBSITE?**

The CCF National Administrator, Located at 30 Hamilton Court, Riverview, NB, E1B 3C3 controls the personal data collected on this Website.

#### **SPECIAL NOTICE - IF YOU ARE UNDER 16 YEARS OLD**

The Canadian Culinary Federation does not intentionally collect personal data of persons under 18 years old. If you are under 16 years old please do not send us your personal information (for example, your name, address and email address). If you are under 16 years old and you wish to ask a question or use this Website in anyway which requires you to submit your personal information please get your parent or guardian to do so on your behalf.

#### **INFORMATION COLLECTION AND USE**

We collect and use personal information (including name, address, telephone number and email address) in order to:

- respond to queries or requests submitted by you
- process orders or applications submitted by you
- administer or otherwise carry out our obligations in relation to any agreement you have with us
- anticipate and resolve problems with any products or services supplied to you
- better tailor and improve the features of products and services
- create products or services that may meet your needs.

As part of the products or services offered to you through our Website, the information you provide to us will only be transferred within the geographical boundaries of Canada.

By way of example, this will happen only if any of our server providers are from time to time relocated in a to another city in Canada.

We may use third parties for the fulfillment of our obligations hereunder.

However, except as set out in this Privacy Policy, we will not disclose any personally identifiable information without your permission unless we are legally entitled or required to do so (for example, if required to do so by legal process or for the purposes of prevention of fraud or other crime) or if we believe that such action is necessary to protect and/or defend our rights, property or personal safety and those of our users/customers etc.

### **PROVIDING YOU WITH ADDITIONAL INFORMATION AND SHARING YOUR INFORMATION**

From time to time we would like to use your personal information for purposes other than as set out in the above section. However, the said information will only be limited to your CCF membership and agreements associated thereto. Absolutely no data garnered from sales of CCFCC or CCI paraphernalia, services will be shared with third party vendors.

From time to time we will use the information (internally) you supply to us for:

- market research and tracking of sales data
- informing you about our products and services, which may include contacting you by telephone

### **COLLECTION OF NON-PERSONAL INFORMATION**

We may automatically collect non-personal information about you such as the type of internet browsers you use or the website from which you linked to our Website. We may also aggregate details which you have submitted to the Website (for example, your age and the town where you live). You cannot be identified from this information and it is only used to assist us in providing an effective service on this web site.

We will not supply third parties with this non-personal or aggregated data for uses in connection with this Website.

### **THE USE OF COOKIES**

We may store some information (commonly known as a "cookie") on your computer when you look at our Website. We are able to read these cookies for information purposes when you revisit our Website.

The type of information we collect as a result of a cookie being accepted by you is specific to your PC and includes the IP address, the date and time the PC visited the Website, what parts of our Website were looked at and whether the web pages requested were delivered successfully. This information is anonymous; it represents a computer rather than a person.

We use the cookie information to improve our knowledge of the use of our Website and to enable us to be able to ascertain whether the Website is operating at an optimal level. This allows us to enhance our web offerings to you and to provide an enjoyable and an innovative online experience.

You can erase or block this information by changing the settings on your computer (please refer to your help screens or manuals). If you do erase or block this information you may not be able to utilize some features of the Website.

### **CHAT ROOMS, NOTICE BOARDS, NEWSGROUPS**

If at any time this Website offers any chat rooms, notice board facilities, newsgroups etc., will not collect the information that you disclose. Please note that we cannot be responsible for other parties' use of the personal information, which you make available to such third parties through any chat room, notice board, newsgroup etc on this Website.

Please be careful about what personal information you disclose in this way.

### **E-MAIL, FEEDBACK AND FORUM FACILITIES**

If at any time this Website offers any e-mail, feedback or forum facilities, we may collect the information, which you disclose. Such information will be used in accordance with this Privacy Policy.

### **KEEPING OUR RECORDS ACCURATE**

We aim to keep our information about you as accurate as possible. If you would like to review or change the details you have supplied us with, please contact us as set out below.

### **SECURITY OF YOUR PERSONAL DATA**

We have implemented technology and policies with the objective of protecting your privacy from unauthorized access and improper use and will update these measures as new technology becomes available, as appropriate.

### **USE OF YOUR PERSONAL INFORMATION SUBMITTED TO OTHER WEBSITES**

We cannot be responsible for the privacy policies and practices of other websites even if:

- you accessed the third party website using links from our Website; or
- you linked to our Website from a third party website.

We recommend that you check the policy of each site you visit and contact the owner or operator of such website if you have any concerns or questions.

### **WILL THIS PRIVACY POLICY CHANGE?**

From time to time we may make changes to this Privacy Policy only through dialogue with the CCF National Board and the Bylaws Chair. If we make any substantial changes to this Privacy Policy and the way in which we use your personal data we will post these changes on this page and will do our best to notify you of any significant changes. Please check our Privacy Policy on a regular basis.

### **HOW YOU CAN CONTACT US**

If you would like to contact Canadian Culinary Federation about our Privacy Policy, you can do so by e-mailing [admin@ccfcc.ca](mailto:admin@ccfcc.ca)