



TOWN OF DIDSBURY POLICY INDEX	
Policy Number:	COM 001
Policy Title:	Internet Privacy
Approval Date:	January 27 th 2015
Date to be Reviewed:	2020
Responsible Department:	Community Services
Related Bylaws:	

Policy Statement:

The Town of Didsbury is committed to providing security standards to ensure that privacy and confidentiality of an individual’s personal information is maintained.

1. Definitions

- 1.1 FOIP means the Freedom of Information and Protection of Privacy Act, R.S.A. 2000 Ch. F-25.

2. Responsibilities

- 2.1 Manager of Community Services
 - 2.1.1 Shall review and revise this policy as necessary.

3. Guidelines

- 3.1 All personal information is managed according to the Freedom of Information and Protection of Privacy Act. This means that:
 - 3.1.1 Users will be informed, at the point of collection, that your personal information is being collected and the purpose for which it is being collected.
 - 3.1.2 Users have a right of access to your information.
 - 3.1.3 Users have control over how the Town of Didsbury obtains, uses, and discloses your personal information.
 - 3.1.4 All uses of information are subject to you not having refused or withdrawn consent, unless disclosure is made for legal purposes.
- 3.2 The Town of Didsbury automatically gathers and stores certain information about every users visit. This information does not identify the user personally nor does it track or record information about individuals and their visits. The Town of Didsbury uses this information to help us make our site more useful to visitors, to learn about the number of visitors to the website and the types of technology being utilized. Only the following information is collected and stored from a visit:
 - 3.2.1 The Internet domain and Internet Protocol (IP) address from which the user accesses the Town’s website.



- 3.2.2 The type of browser and operating system used to access the Town's site.
- 3.2.3 The date and time the user accesses the Town's site.
- 3.2.4 The pages you visit on the Town's site.
- 3.3 The Town of Didsbury website may contain links to other sites. The Town is not responsible for the content and privacy practices of other websites and encourages you to examine the privacy policy and disclaimer of each site in order to make a decision regarding the disclosure of your personal information that that site.
- 3.4 The Town of Didsbury uses electronic "cookies". A cookie is a small amount of data that is transferred to your browser by a web server.
 - 3.4.1 A cookie cannot be executed as code nor can it deliver viruses.
 - 3.4.2 A session ID, time and date, and other information may be placed in the cookie.
 - 3.4.2.1 This information is used to provide the user with an enriched experience while using the Town of Didsbury website.
 - 3.4.3 Once the user leaves the website, the session is considered done and the cookie expires.
 - 3.4.3.1 The Town of Didsbury does not build profiles of users through the use of cookies and does not attempt to track individual users through the use of cookies.
 - 3.4.4 In order for a cookie to be written to a computer, cookies must be enabled by your browser.
 - 3.4.4.1 Most browsers are initially set to accept cookies. Users can set their browser to notify when a cookie is received, giving the user the chance to decide whether to accept it. If the user chooses to refuse the cookie, the website may not behave as originally designed.
- 3.5 If a user chooses to provide the Town of Didsbury with personal information in an email or by filling out an electronic form and submitting it through the website, the Town of Didsbury will use that information to respond to the message and to assist with providing the necessary information or service to the user.
- 3.6 Email messages are subject to FOIP.
 - 3.6.1 The personal information shared is provided only to those areas that are responsible for carrying out the request.
 - 3.6.2 All email messages sent or received are property of the Town and may be accessed by Managers or their designate without further consent of the author.



- 3.6.3 All email messages required to be retained by law will be printed and maintained through a records management process.
- 3.7 Security measures have been implemented in order that web services remain available to all users. The Town of Didsbury computer system employs software programs to monitor network traffic, to identify attempts to tamper with information, or to otherwise cause damage.
- 3.8 This policy is subject to change without notice.

4. End of Policy