

GOVERNANCE PROCESSES

Policy Title	Policy Number
Website Privacy Policy	GP-23
	Date of Approval
	March 22, 2017
Responsible Authority	Date of Revisions
CMLTM Council	
	Page(s)
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The following policy sets out how CMLTM manages personal information collected through the web site.

What information is collected and why is such information collected?

CMLTM collects information required by current legislation and government agencies which may include: Personal, educational, certification and employment information. The type and amount of information collected may change based on the legal obligations outlined in the Act, Regulations, and By-laws.

How is the information used? Information collected can be used in any of the following ways:

- To regulate members practice.
- To simplify the renewal process.
- To improve service to membership.
- To process membership fee transactions.
- To keep members informed of College business.
- To provide statistical reports to government agencies.

How does CMLTM protect the information collected?

The web site uses a SSL certificate with 128 bit encryption, so that any information passing from user to and from CMLTM is secure at all times.

Information is only retained for as long as it is required by legislation.

Does CMLTM use cookies?

CMLTM does not currently use cookies.

Does CMLTM disclose any information to third parties?

CMLTM does not sell or otherwise transfer to outside parties any personally identifiable information unless a member's written consent has been provided. This does not include third parties who assist CMLTM in operating our website, conducting business, or providing services to members, so long as those parties agree to keep this information confidential. CMLTM may also disclose member

information when release is appropriate to comply with the laws, enforce CMLTM site policies, or protect the rights, property, or safety of CMLTM or others.

Third party links

At this time CMLTM does not include third party products or services on the website. This may change at CMLTM discretion. If in the future third parties are allowed to post products or services on the site, be aware that these third party sites will have separate and independent privacy policies. CMLTM therefore has no responsibility or liability for the content and activities of these linked sites. Nonetheless, CMLTM seeks to protect the integrity of the site and welcomes any feedback about these sites.

Online Privacy Policy Only

This online privacy policy applies only to information collected through the website and not to information collected offline.

Terms & Conditions

Please also visit our Terms and Conditions section establishing the use, disclaimers, and limitations of liability governing the use of the website at <https://cmltm.ca/documents/Web-site-Terms-and-Conditions-of-Use-revised.pdf>

Contacting CMLTM

If there are any questions or concerns regarding the privacy of information collected, please contact CMLTM using the information below.

cmltm@cmltm.ca

Phone: 204-231-0311

Toll Free: 877-331-0311