



Terms of Use and Privacy

Overview

Your use of website indicates that you understand, accept, and agree to be bound by these Terms of Use. The Southdown Institute (Southdown) may revise this agreement at any time without notice. The current version of this agreement is posted to the website. We recommend that you visit this page periodically to review the Terms of Use.

Modification of Services

Southdown attempts to keep the content on the website current, accurate and complete, however, we cannot guarantee this at all times. We reserve the right to change or modify the website, including any content, at any time without notice, with immediate effect upon the posting of a change or modification to the website.

Use of Materials

The website is owned and operated by Southdown. Any material contained on the website, including images, text, documents, or other material may be subject to copyright and cannot be used in any manner or form by any organization or an individual without the prior written consent from Southdown.

Cookies and Analytics

Southdown uses Google Analytics to help us analyze the use and performance of our website. This web analytic service uses cookies to collect information (including your IP address) about how visitors use the website. Google transmits this anonymized information to their servers for storage and processing. We review the statistics and basic analytical tools provided in the Google Analytics reports to improve the experience of visitors to our website, to evaluate website activity, and for marketing purposes. No other cookies are leveraged on this site.

Privacy

Southdown is committed to protecting the privacy of visitors to the website. This Privacy statement governs the information management practices on our website. We will collect, store, use and disclose your personal information for the purposes identified in this statement, in compliance with applicable legislation.

What We Collect

Personal information is any information which can be used to identify you, including but not limited to, your name, contact information including email address, demographic information such as postal code, preferences and interests. You can anonymously browse and access the website without disclosing personal information. However, Southdown does collect personal information when you voluntarily choose to provide it within the website. We collect only as much personal information as is absolutely necessary to assist you in connecting with Southdown via the website.

You Have A Choice

If you choose not to use the website to provide personal information to Southdown, you can contact us by telephone or by mail.

Purposes for Which We Collect Personal Information

We collect and retain personal information which you voluntarily provide through completing an online form within the website. You may knowingly provide personal information online to:

- receive the electronic Covenant newsletter by your email
- receive by your email about upcoming events or news
- be added to our list of donors for future fundraising activities
- register for a Southdown event
- receive information by your email about our programs and services
- be contacted by telephone or mail about our programs and services
- receive a response to your question or inquiry.

Correcting or Updating Personal Information

If you have subscribed via the website to receive the electronic Covenant newsletter, or other emails from Southdown and you wish to correct or to update your personal information (e.g., your name and email address), please email Susan Davy, CSJ, Communication and Outreach Officer at sdavy@southdown.on.ca.

Use and Disclosure of Personal Information

Southdown will only use or disclose your personal information for the purpose it has been collected, or for a consistent purpose, unless you have first been notified and your permission has been obtained. We will not sell, distribute or lease your personal information to third parties unless we have your permission or unless required by law. Messages that you send to us through the online forms within the website may be disclosed to authorized employees of Southdown who will process your request or inquiry in a timely manner. However, please do not send confidential or sensitive information via the online email option within the website. You may choose to contact us by telephone, or by email at administration@southdown.on.ca.

Disclosure of Personal Information to Third Parties

In certain circumstances, and to comply with your request, the personal information provided within the website will be provided to third parties through an online form. CanadaHelps is our service provider for online donations, and MailChimp is our service provider for online subscriptions. As specified in the Terms of Use, specific personal information is automatically collected by Google Analytics to help us analyze the use and performance of our website.

Event Registration and Donations

The website provides online or PDF forms to register for Southdown events or to make a donation. When you voluntarily provide personal information for an event registration or a donation, this indicates your consent for the collection, use and disclosure of personal information for the purpose of registration or to process your donation. Southdown also considers that you have consented to be added to our communications database to

receive notices of upcoming Southdown events and for fundraising purposes. You may request at any time to not receive email notices of upcoming Southdown events or for fundraising purposes by emailing Susan Davy, CSJ, Communication and Outreach Officer at sdavy@southdown.on.ca.

Security

We are committed to protecting the personal information that you choose to provide to Southdown within the website. In order to prevent unauthorized access or disclosure we have put in place suitable physical, electronic and managerial procedures to safeguard and secure the information we collect online. To further ensure the privacy of personal information, visitors who voluntarily send a message to Southdown within the website are advised on the online form not to include confidential information as these are general inquiry contact pages.

Please be advised that, although we will do our best to protect the personal information you provide to us, no means of electronic transmission of data over the internet is 100% secure, and no one can ensure absolute data security.

Your Consent

By using the website you consent to the: (i) collection, use, disclosure and storage of that information in accordance with this Privacy statement; (ii) receipt of emails related to your inquiries, e-mails about us, and our activities from time to time.

By subscribing through the website to receive the Covenant newsletter and email notifications, you are providing expressed consent to receive email communications from Southdown via MailChimp.

Your Choice to Unsubscribe

You may unsubscribe at any time from the Covenant newsletter or our electronic mailing list. Southdown uses an automated email platform (Mailchimp) to send the Covenant newsletter and marketing emails to subscribers. All Southdown emails that you receive through Mailchimp include a simple means to unsubscribe.

Retention of Personal Information

Your personal information will be kept for only as long as is required to serve the purpose for which it was collected. The length of time may vary with the use of your personal information, and all personal information will be disposed of according to the Southdown record retention policies. Please be advised that Mailchimp and CanadaHelps may keep your personal information longer after you have made your online donation, or unsubscribed from our electronic Covenant newsletter, or email notifications. Please refer to their corporate privacy policies for further details on the retention of your personal information.

Links to Other Websites

The website may contain links to other websites. Please be aware that Southdown is not responsible for the privacy practices of other websites. Southdown's Privacy statement applies only to personal information collected on our website. We encourage you to read the privacy policy of every website you visit.

Notification

Southdown may revise the Privacy statement, at any time without notice. The current version of this agreement is posted to the website. We recommend that you visit this page periodically to review the Privacy statement.

How to Contact Us

If you have any questions or concerns about our Terms of Use or the personal information practices of this website, please email us, or contact us at:

Privacy Officer

privacy@southdown.on.ca

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The Terms of Use and Privacy was last updated on June 1, 2023.