



### **Website Terms and Conditions of Use**

Metis Economic Development Corporation (MEDC) is committed to protecting the privacy of Users of its "Websites" and to ensuring that Users know how their personal information is being used. This Privacy Commitment describes how personal information about you may be collected, used, or disclosed when you use the MEDC Website ([www.metisedc.ca](http://www.metisedc.ca)). We urge you to read it.

BY ACCESSING AND USING MATERIALS FROM THIS WEBSITE OR SENDING OR POSTING MATERIALS TO IT, YOU ("THE USER") AGREE TO THE TERMS OF THIS PRIVACY COMMITMENT AND TO OUR PRACTICES TO COLLECT, USE OR DISCLOSE YOUR PERSONAL INFORMATION. THIS PRIVACY COMMITMENT MAY BE UPDATED PERIODICALLY TO REFLECT ENHANCEMENTS TO THE DA WEB SITE THAT MAY AFFECT OUR USE OF YOUR PERSONAL INFORMATION.

#### **1. How We Use and Collect Information**

##### **Anonymous User Browsing**

You can visit our Website without telling us who you are or revealing any information about yourself, including your email address. In this case, our web server may collect the IP address you used to access this Website, the type and version of web browser and operating system you are using, the number, duration and frequency of visits to our Website and the website you came from and visit next. This anonymous information cannot be traced to a specific individual User, it is used by MEDC simply to measure the number of visits, and average time spent, page views, most popular preferences and other statistics about visitors to the Website, to determine the characteristics of Users of MEDC's Website and services. We may use this data to monitor Website performance for systems administration purposes, to make the MEDC Website easier and more convenient to use, to improve MEDC services and to track information.

##### **Voluntary Submission of personal information**

Users who would like to be considered for employment opportunities advertised on the MEDC website may voluntarily submit their personal information and resume. A detailed waiver regarding our use and storage of this type of information will be provided at that time. Personal information and resumes are kept in a database to be used solely for the purposes of recruitment. No disclosure of User's personal information or information contained on a resume will occur without the express permission of the User. MEDC does not provide access to or sell personal information from its database to any third party.

## Feedback on MEDC website

Inquiries on the MEDC website will be directed to the appropriate party for a response. Any information submitted through an inquiry will be used to respond to that inquiry. This information will not be used for any other purpose without the permission of the person making the inquiry.

## 2. Disclosure of Personal Information

MEDC will not disclose to any outside parties information about a User's individual visits to the Website, or personal information that Users provide to MEDC, except as required by law.

## 3. Use of Cookies

Our website uses cookies to enhance your browsing experience. The text in a cookie, by itself, only contains user preferences for our site so that you don't have to re-enter information that you have previously entered. It does not store any personal information and we do not use cookies to collect any information about you.

## 4. Protection of Personal Information

The MEDC website contains security mechanisms that protect against the loss, the misuse and the modification of information under our control. MEDC's servers use technology that safeguards your personal information, including your name and email address, assuring your privacy.

We instruct our employees with access to your information that it is to be used only in adherence with the principles set forth in this Privacy Commitment and applicable laws.

## 5. Change of Privacy Commitment and Feedback

We continually monitor and strengthen our Privacy Commitment for the MEDC website. If our Privacy Commitment changes, we will post those changes here so that you will always know our current privacy policy.

If, at any time, you have questions or concerns about the MEDC Privacy Commitment, please feel free to contact us: