

# Privacy Policy

### Document Control

<b>POLICY NAME</b>	Privacy Policy
<b>POLICY NUMBER</b>	Human Resources 2510A
<b>POLICY LEVEL</b>	Operational
<b>APPROVAL / ACTIVE DATE</b>	June 2021
<b>REVIEW DATE</b>	June 2024
<b>POLICY STATUS</b>	Active
<b>DATE LAST AMENDED</b>	June 2021
<b>APPROVAL DELEGATE</b>	Director
<b>APPROVER SIGNATURE</b>	
<b>GOVERNING AUTHORITY</b>	n/a
<b>RESPONSIBLE OFFICER</b>	Human Resources and Engagement
<b>ORIGINAL ISSUE DATE</b>	June 2021

### HISTORY OF PREVIOUS AMENDMENTS:

Version	Date approved	Reason for Amendment	Amendment made by
	June 2021	Draft New Policy	Abilities Enabled
1	June 2021	Approved & Activated	Abilities Enabled

### Variations

Abilities Enabled reserves the right to vary, replace or terminate this policy from time to time.

Disclaimer: While all care has been taken in the preparation of this material, policies and procedures developed by Abilities Enabled to provide Guidance, establish accountabilities and ensure consistency in addressing key risks. Policies and procedures are not intended to cover every eventuality, where a situation or event occurs that is not covered; the Director or management may provide additional direction to support policy and procedure implementation on a case by case basis in these circumstances. Policies and procedures may need to be implemented in line with other legislative instruments, acts, codes or other supporting policies and procedures.

Abilities Enabled respects your privacy and is committed to protecting the personal information you provide us. This statement explains our policies regarding the use and disclosure of your personal information by Abilities Enabled. Please note that Abilities Enabled reviews and updates this policy from time to time as needed without notice. Therefore, you should review the terms periodically to make sure you are aware of how Abilities Enabled collects and uses personal information. By using our website, you consent to the collection and use of your personal information by Abilities Enabled as explained below.

### **Personal Information**

You have complete control over your personal information. You can visit our website without providing us with any personal information. However, there are instances where we must have your personal information to grant you access to our protected and secured sites. This information may include registration data (your name, address, email address, phone number, title, etc), information request data and response data (“User Information”). When you receive your confirmation email or any email from the list server, you will be given instructions on how to remove yourself from the list.

### **Use of User Information**

We intend to use this information to support your relationship with Abilities Enabled by designing website content that is suitable to your needs and alerting you to new products and services as they become available. This User Information may be retained by Abilities Enabled to verify compliance with the agreement between you and Abilities Enabled, to keep track of the domains from which people visit us, to better meet your needs, or to simply contact you. If you decide that we should not use your User Information to contact you, please let us know. However, please do not submit any User Information if you are under 18 years of age.

### **Disclosure of User Information**

Abilities Enabled does not sell, trade or transfer User Information to third parties. However, we may share User Information with our business partners for marketing, advertising or product/service offering purposes. We also disclose User Information if: we have your consent; we need to share it in order to provide you with the products and/or services you requested; we respond to a court order or you violate our Terms of Use. You may separately agree to provide your personal information to third parties that provide content for Abilities Enabled offerings, in order to access and/or use their products and/or services. If you agree to provide such information to these third parties, then your personal information will be subject to their privacy policies.

### **Accuracy and Security**

The accuracy and security of this information is important to Abilities Enabled and you can update your details by contacting Abilities Enabled. If you contact us to correct your User Information, we will attempt to correct such inaccuracies in a timely manner. Abilities Enabled is concerned with the security of User Information and is committed to taking reasonable steps to protect it from unauthorized access and use.

### **Username and Passwords**

Access to certain content on our website may be allowed under a written agreement between you and Abilities Enabled and will require a username and/or password. In some cases, failure to provide personal information may prevent you from accessing certain Abilities Enabled website(s) containing certain confidential information, products, services, or promotional offers (“Abilities Enabled Offerings”). By accessing our protected and secured website(s), you agree to maintain the confidentiality of the username and password you selected and consent to our Terms of Use.

### **Cookies**

Abilities Enabled uses “cookies”. A cookie is a small data file that a website can transfer to a visitor’s hard drive to keep records of visits. A cookie contains information such as your username and password that helps us recognize the pages you have visited and improve future visits. The only personal information a cookie can contain is the information that you provide yourself. A cookie cannot read data from your hard drive or read cookie files created by other sites. Information stored in cookies may be encrypted, however, we do not store your credit card number in cookies.

If you prefer not to accept a cookie, you can set your web browser to warn you before accepting cookies or you can refuse all cookies by turning them off in your web browser. However, access to some of our secured websites may require the use of cookies.

### **Internal links**

Abilities Enabled’s website provides links to other third party sites. Even if the third party is affiliated with Abilities Enabled through a business partnership or otherwise, Abilities Enabled is not responsible for the privacy policies or practices or the content of such external links. These links are provided to you for convenience purposes only and you access them at your own risk.

### **Terms of Use**

Please see our Terms of Use, which describe the restrictions, disclaimers, indemnification, and limitation of liability governing the use of the entire Abilities Enabled website.

If you have questions regarding our Privacy Statement, please contact Abilities Enabled via our contact page.