

## Privacy Policy

*Domains:* laneclark.ca & my.laneclark.ca

Ideasys is committed to providing visitors with a web site that respects their privacy. This page summarizes the privacy policy and practices of the Ideasys web site.

- The Ideasys web site does not automatically gather any specific personal information from you, such as your name, phone number or e-mail address. We would only obtain this type of information if you supply it by sending us an e-mail, submitting a general inquiry form, or registering on the site.
- You should be aware of the inherent risks of interception when communicating with others on-line using unencrypted e-mail. Visit our Terms of Use Policy for further details.
- Visitors' personal information received via e-mail is provided only to our Office personnel, who require the information to respond to inquiries. We do not use this information for any other purpose.
- Ideasys may use "cookies" to improve the quality of your visit to Ideasys site by providing you with personalized information and features. Cookies are a software technology that enables our systems to recognize your computer and collect non-personal information about you. This type of information may include: type of browser used to access the Internet (i.e. Netscape 6.2, Internet Explorer 4.0), type of operating system (i.e. Windows 95, Macintosh), and the domain of your Internet service provider. Cookies are anonymous; Ideasys does not know the name, email address, phone number, or home address of anyone who visits our site. Ideasys does not sell or rent any information that we gather through the use of cookies.
- All personal information created, held or collected by Ideasys is protected under the federal Privacy Act.
- Our servers automatically log information about visits to our Web site in the normal course of establishing and maintaining Web connections. Server logs record statistical information, such as visitors' IP addresses, type of operating systems, time and duration of visit, Web pages requested, and identify categories of visitors by items such as domains and browser types. These statistics are reported in aggregate form to our Web and communications staff, and are used to improve our Web site and ensure that it provides the optimal Web experience for visitors.

We do not link server log information to any other data in a way that would enable us to identify individual visitors. However, we may review server logs for security purposes, for example, to detect intrusions into our system. The possibility therefore exists that server log data, which contains visitors' IP addresses, could in instances of criminal malfeasance be used to trace and identify individuals. In such instances, raw data logs would be shared with appropriate investigative bodies authorized to investigate such breaches of security.

- You may, at your discretion, contact the Office of the Privacy Commissioner if you are dissatisfied with the response you receive from our privacy contact on a privacy concern with our web site. We regularly review our information-handling practices to ensure that we are abiding by this policy.

