

Privacy Policy

Your privacy and the integrity of any information you provide are important to us. We have developed the following policy pursuant to the Personal Information Protection and Electronic Documents Act, 2000 c.5.(PIPEDA)

This policy is designed to inform you of how and why SYHFA gathers personal and non-personal information about you on its website or its paper forms.

This policy applies to all volunteers, employees, individuals using our products and services and to certain persons with whom SYHFA has contracted.

Our web sites are connected by "hyperlinks" to other web sites. We are not responsible in any way for the privacy practices on other web sites and suggest that you review the privacy policies on those linked web sites before using them.

What is Personal Information?

"Personal information" is information about an identifiable individual, but does not include the name, title, business address, or business telephone number of an employee of an organization.

Applicability of SYHFA's Privacy Policy

SYHFA's Privacy Policy informs you of our commitment to protecting Personal Information. It tells you the ways we ensure that Personal Information we collect on the website is protected.

The terms, "we", "us" and "our" means SYHFA's staff and our authorized volunteers, contractors, consultants and suppliers. "You" and "your" means the individual who views our materials or who uses our online services. Our Privacy Policy applies to protect Personal Information in our possession and control.

1. Accountability

At SYHFA, we take our commitment to securing privacy very seriously. We have appointed a member of the Board of SYHFA to be SYHFA's Privacy Officer. Our Privacy Officer is responsible for reviewing and approving all Personal Information handling practices at SYHFA, and ensuring that our policies and practices are up-to-date. Our Privacy Officer may be contacted at mail@saskyouthheritagefair.com.

2. Identifying Purposes for Collection, Use and Disclosure of Personal Information

SYHFA collects and uses Personal Information for the following general purposes:

- To run its suite of programs and provide participants with news and information about those programs;
- To run contests, select entrants, and choose prize winners;
- To respond to your questions or the comments you e-mail to us;
- To provide you with newsletters or other information about our programming, special offers or services;
- To keep aggregate information on web site(s) use.

We will limit the information we collect to what we need for those purposes and for reasonably related purposes.

3. Consent to Collect, Use and Disclose Personal Information

We will confirm your consent to the collection, use or disclosure of Personal Information at the time of collection or in advance. Express consent may be expressed in writing or implied, and in some cases, you may provide it verbally, electronically or through your authorized representative.

Upon your written request, we will explain your options regarding refusing or withdrawing consent to the collection, use and disclosure of Personal Information, and we will record and respect your written choices. However, your decision to

withhold particular details may limit the services we are able to offer to you. Any refusal or withdrawal of consent may be subject to any overriding legal requirements or commitments.

4. Limiting Collection of Personal Information

Personal Information is collected by SYHFA only for specific, limited purposes.

When you visit our website, information is not collected that could identify you personally unless you choose to provide it.

5. Limiting Use, Discloser, and Retention of Personal Information

The information we request from you is used only in accordance with purposes set out and in accordance with legislative requirements. We will seek your consent before using the information for purposes beyond the scope of your original consent.

We will retain Personal Information only as long as is required for the purposes we describe and as is required under law. Once Personal Information is no longer required (or if you have opted-out or withdrawn consent), it is our practice that it is destroyed, deleted or made anonymous.

Student information shall be retained until the student reaches the age of 19 years. Student contact information will be retained for alumni purposes and as a possible representative on the SYHFA Board.

Lapsed membership information in the SYHYFA and the SYHFA Regional committees will be retained for a maximum of one year.

Lapsed information in electronic or "hard copy" form shall be securely destroyed.

6. Accuracy of Personal Information

We endeavour to maintain and to base all decisions upon accurate, complete and up-to-date Personal Information. However, we rely on you to disclose all material and to inform us of any relevant changes or corrections as they may relate to you.

We encourage you to contact us as soon as possible and we will make the appropriate reasonable corrections or amendments, upon receipt of appropriate evidence.

7. Protection of Your Personal Information

We will protect Personal Information with appropriate safeguards and security measures. We utilize a combination of physical, administrative and electronic measures to ensure Personal Information is adequately protected on a day-to-day basis, for storage and disposal.

Access to Personal Information is limited to those authorized by SYHFA. SYHFA's computer systems are password-secured or firewall protected and constructed in such a way that only authorized individuals may access these systems. To safeguard against unauthorized access to Personal Information via the Internet, you may be required to sign-on and go through a security protocol.

If you send us an e-mail message that includes Personal Information, we will use that information to respond to your inquiry. Please note that email is not necessarily secure against interception.

8. Openness about our Information Handling Practices

We want to keep you informed. Our Privacy Policy is transparent and it is made available to the public at www.saskyouthheritagefair.com

Should you have any questions, comments or concerns, please feel free to contact us at mail@saskyouthheritagefair.com

9. Access to your Personal Information

We will provide you access to the Personal Information we retain about you within a reasonable time, upon receipt of your written request and, satisfactory identification. We will respond to you within 30 days of receiving your proper written request unless we notify you that we will require a reasonable time extension.

In some very limited circumstances we may deny you access to Personal Information. If we deny your individual request for access to your Personal Information, we will advise you, subject to any legal requirements, in writing of the reason for the refusal.

10. Compliance

SYHFA encourages you to contact us with any questions or concerns you might have about your Personal Information or this Privacy Policy. You can reach us by email or by mailing us your questions, concerns or requests at the following:

mail@saskyouthheritagefair.com
Privacy Officer
SYHFA
226 Brunst Crescent
Saskatoon, SK
S7N 3S7

What Information Is Collected?

SYHFA collects three kinds of information from our web site and registration forms:

1. your voluntarily provided personal information;
2. anonymous information about your visit, and
3. "cookie" based information to help us track which pages on our web site(s) you're most interested in.

1. Your Personal Information

During normal website usage, you can visit our site without communicating any personal information. However, to make use of certain features on our sites, such as on-line registration, contests, quizzes, promotions, personalized services, subscriptions or newsletters, users may be asked to register with the SYHFA website. As part of this voluntary registration, SYHFA may request contact information (such as name, mailing address, e-mail address, etc.) and other data required for operating these services.

The only way we can collect personal information from you is if you voluntarily provide it. By voluntarily providing this personal information to you will be consenting to the collection, use and disclosure of your personal information by SYHFA for the purposes outlined above.

School personnel and students may need to register their intent to participate in school based fairs, regional fairs, provincial fairs, or the National Historica Fair. The Personal Information collected shall be limited to:

- o Name
 - o Address
 - o Postal Code
 - o Telephone Number and email address(if applicable)
 - o Parent contact information (day and evening)
 - o Emergency contact information
 - o Medical information
- Name, Address, and Postal Code information are needed to send communication to participants
 - Telephone numbers and email addresses are required to communicate with members quickly (e.g., in the event of a student canceling their attendance at the National Historica Fair).
 - Medical information is needed to safeguard the health of participants as well as to prepare for medical emergencies in the event of an accident or medical condition.

2. Anonymous Information About Your Visit:

When you visit our site, information about your visit (e.g. how you navigate the site) may be collected and stored. This information may include:

- your IP address
- your Internet Service Provider (ISP)
- your Web Browser
- the length of your visit
- the date and time of your visit

- the pages you look at and
- the sites you visit before and after leaving our site

It does not include personally identifiable information such as your name, mailing or e-mail address or telephone number.

3. **"Cookie"-Based Information:**

To tailor our site to the needs and interests of our visitors, we keep track of the pages visited by our users by placing a small text file, called a "cookie", on your hard drive. A cookie is transferred to your browser by a Web server and can only be read by the server that gave it to you.

Cookies do not reveal personal information. The only information a cookie can contain is information you supply yourself such as passwords, purchases and preferences. Cookies cannot read data from your hard drive.

You may visit the site with your cookies turned off. However, you may not be able to access some of the areas of our site, which require cookies for customization and personalization.

What If I Do Not Agree With Your Privacy Policy?

Voluntarily providing personal information to the SYHFA web site indicates that you implicitly agree to the terms of this online Privacy Policy. We welcome your comments and/or suggestions on improving our website and policies.

If you do not agree to these terms, or wish to limit the use of any of your personal information that we may have, you may contact us by e-mail at mail@saskyouthheritagefair.com or in writing at:

Privacy Officer
SHYFA
226 Brunst Crescent
Saskatoon SK S7N 3S7

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