

# HONEY BEE FESTIVAL PRIVACY POLICY

## **Introduction**

The Township of Georgian Bay (the “**Township**”) collects and processes your personal information in accordance with this privacy policy. This policy provides you with information regarding our global privacy and data protection policies, and our obligations and your rights in compliance with privacy laws applicable to the Township.

Please note that the Township reserves the right to update or change this privacy policy at any time by posting an updated policy on its website(s) or as made available through the events and services at the Honey Bee Festival presented by the Township (the “**Festival**”). The most current version of this policy will govern the Township’s use of users’ personal information. By continuing to access the website(s) or attending the Festival after changes are made to this policy, you agree to be bound by the revised terms.

## **Information That We Collect From You**

Information that you provide to us directly might include personal information such as your name, email address, postal address, telephone number and other personal details.

We may also collect non personal information that may identify you such as location, IP address, browser type, operating system and other details about the device you are using.

## **Consent**

By providing the Township with your personal information, you consent to the collection, use and disclosure of such information in accordance with this policy or for the purpose identified to you at the time you provided the personal information. Any secondary use of the personal information will only be processed with your express consent, or you will be provided with an opportunity to opt-out.

## **How We Use Your Personal Information**

We use your personal information to provide our services or products to you. Where you have consented we may also use your information to send you promotional offers and marketing. You are free to withdraw this consent at any time.

We respect your privacy at all times. Your information will never be disclosed or shared with others without your consent, unless the Township is required to do so by law.

## **Sharing or Disclosing Your Personal Information**

The Township will disclose personal information only if consent is given by the relevant individual or:

- when permitted or required by law, such as in response to a subpoena or other legal process;
- to Township service providers in accordance with below; or
- to meet legal obligations, including but not limited to regulatory reporting obligations.

Township may, from time to time, use third party processors to provide our services; these companies may process or store your information on our behalf. The Township ensures all processors acting on our behalf act in accordance with this privacy policy.

## **Your Rights**

You have the right to access personal information that the Township processes about you.

You can request from the Township information about:

- The personal information we hold about you
- The categories of personal information concerned
- The purposes of the processing
- Details to whom your personal information has/will be disclosed
- How long we retain your personal information
- If we did not collect the data directly from you, information about the source
- how to lodge a complaint with the correct supervisory authority

You may also request from the Township the following:

- That we update any incomplete or inaccurate data about you
- Request that we delete your personal information in accordance with applicable laws

You may request we action your rights by contacting Jessica Gunby Or by emailing us at [jgunby@gbtownship.ca](mailto:jgunby@gbtownship.ca)

To ensure your data is protected, if we receive a request from you to exercise your rights, we will ask you to verify your identity before acting on the request.

## **International Transfers**

Your personal information may be processed outside your country of residence by us or the third parties we use. Your personal information may be processed in Canada and/or the USA.

Where these transfers take place, we will ensure the same high standard of protection for your personal information at all times.

## **Security & Safeguarding Measures**

All personal information collected is transferred and stored securely, using industry standard encryption protocols, and approved transfer mechanisms. Please note however, that we cannot guarantee that the measures we maintain will guarantee the security of the information.

Our team is trained on the importance of Privacy and Data Protection and will adhere to our internal policies.

## **How Long We Retain Your Data**

The Township only retains personal information for as long as is necessary for the purposes for which it was collected. For further details on our data retention periods please contact us.

Where you have consented to us to use your details for direct marketing, we will keep this data until you notify us or otherwise withdraw your consent.

## **Children**

We do not knowingly collect personal information from children under the age of 13. If you are under the age of 13, please do not submit any personal information through our services.

## **Links to Other Web Sites**

Our services may contain links to other websites not controlled or operated by the Township. These links do not imply that we endorse these third party sites. We recommend reviewing those sites directly for information on their privacy policies.

## **Cookies**

A 'cookie' is a small text file sent from a website and stored on the user's computer by the user's web browser. Upon visiting a site that uses cookies, a cookie is downloaded onto your computer or mobile device. The next time you visit that site, your device will remember useful information such as preferences, visited pages or logging in options.

Cookies are widely used to add functionality to websites, or to ensure they work more efficiently. Our site relies on cookies to optimise the user experience and ensure the sites services function properly.

Most web browsers allow some control to restrict or block cookies through the browser settings, however if you disable cookies you may find this affects your ability to use certain parts of our website or services. For more information about cookies please visit <https://www.aboutcookies.org>.

## **Accountability**

The Township has designated a Privacy Compliance Officer to handle privacy matters and inquiries regarding personal information.