

OGCA Privacy Statement & Terms of Use

The Ontario General Contractors Association (“OGCA”) is committed to respecting your privacy and protecting your personal information.

This Privacy Policy summarizes the policies of the OGCA regarding the collection, use, and transfer of personal data, and regarding security measures OGCA employs to protect such personal data. Please read this Privacy Policy carefully to understand how your personal data will be treated.

Collection of Information

Personal data such as name, title, company name, address, e-mail address, telephone, mobile and fax numbers, and other information may be collected by the OGCA from you in order for the OGCA to respond to a request for additional information about a product/service or about the OGCA. If you contact the OGCA, we may keep a record of that correspondence. The OGCA will ask you for personal data when you register for an event or educational session. The OGCA may also occasionally ask you to complete surveys that we may use for research.

When you register to become a member, sign up for events or information sessions, the OGCA may collect your credit card number and its expiration date. Also, personal data such as your name, title, company name, address, e-mail address, telephone and fax numbers, and other information may be collected for the purpose of fulfilling your request. If you do not wish to give us your credit card number or other personal information over the web, you may place an order with a representative over the telephone by calling us at 905-671-3969 or fax your completed order form to 905-671-8212.

In advance of any data collection you will be told the purpose for which the data will be used and the OGCA will make every effort to ensure that the accuracy of the data on file remains current and up to date.

Be advised that the OGCA web site uses "cookie" technology and also logs IP addresses and browser information for purposes of system administration, identifying technical difficulties, evaluating traffic patterns and usage of the OGCA web site, and otherwise providing content relevant to users of the web site. The OGCA uses this information to help make the web site more useful to browsers.

Use, Disclosure, and Transfer of Personal Data

You hereby agree that the OGCA may collect, use, store, maintain, transfer, and delete your personal data in accordance with this Privacy Policy. Except as may be necessary to send you products you have ordered, the OGCA will not release personal data protected by your account name and/or password, unless (i) releasing such information is otherwise required by applicable law, statute, regulation, ordinance, or court order or (ii) OGCA has reason to believe that disclosing such information is necessary to identify, contact, or bring legal action against someone who may be violating the Terms and Conditions of Use or may be causing injury to

or interference with (either intentionally or unintentionally) the OGCA's rights or property, other OGCA members or affiliates, or anyone else that could be harmed by such activities. Where the OGCA does release your personal data to the OGCA members or business partners, the OGCA will first require them to agree to use such personal data in accordance with this Privacy Policy and only for the purposes for which the data were collected.

The OGCA reserves the right to use aggregated data (data that are not individually identifiable). Such aggregate uses could include, but are not limited to, evaluation, business analysis, and otherwise meeting OGCA's marketing and business objectives.

Data Security and Integrity

When you provide personal data to the OGCA, such data are stored on secured servers that are protected by this Privacy Policy regardless of where they may be located. The OGCA takes reasonable steps to protect your personal data from loss, misuse, or other unauthorized uses, and to remove your personal data when it is no longer required for its intended purposes. The OGCA cannot, however, guarantee that loss, misuse, or unauthorized use will never occur (e.g., that someone will not overcome our security measures), and makes no representations or warranties to this effect.

Please be aware that the OGCA web site may contain links to third-party web sites that this Privacy Policy does not apply to such web sites and that the OGCA is not responsible for the privacy practices, content, or conduct of or on such web sites. The OGCA provides these links solely for your information and convenience. By using the OGCA web site, you agree to the terms and conditions of this Privacy Policy.

Changes to the Privacy Policy

The OGCA reserves the right to change this Privacy Policy from time to time and at its sole discretion. If the Privacy Policy for the OGCA changes, the revised policy will be posted at the Privacy Policy link on the OGCA's web site home page. Any material changes in the Privacy Policy will be brought to the attention of Members via the Action Data Newsletter. This Privacy Policy was last updated on September 13, 2007.

How to Make an Inquiry

In our efforts to ensure that your privacy concerns are addressed, the OGCA has appointed the OFFICE MANAGER as our Privacy Officer. For all your privacy related inquiries contact the OGCA at 905-671-3969 or by email to mary@ogca.ca .