



CAUCE

Canadian Association for
University Continuing Education

PRIVACY STATEMENT

Your privacy is important to CAUCE. This privacy statement provides information about the information that CAUCE collects, and the ways in which CAUCE uses that information.

Information collection

CAUCE may collect and use the following kinds of information about you:

- information about your use of the CAUCE website (including: page hits, browser used, PC used and your IP Address);
- information that you provide for the purpose of subscribing to website services (including institutional user names and passwords, individual usernames and passwords);
- any other contact information that you or your institution sends to CAUCE (e.g. name, title, email address, phone number, fax number, URL).

Using your information

CAUCE may use information it collects to:

- administer the website;
- personalize the website for you;
- enable your access to and use of any website services;
- publish information about you and/or your institution on the password protected, members' only section of the website;
- send you CAUCE approved organizational and professional interest communications including web marketing and surveys.

Where CAUCE may disclose your information with third parties on a confidential basis to enable a third party to perform certain tasks, such as maintain membership database or send email alerts/ or newsletters on our behalf. These third party providers will be obligated to protect the privacy of our members and subscribers, and will not utilize your information for any other purpose but to provide the services that we contract for.

In addition to the disclosures reasonably necessary for the purposes identified elsewhere above, CAUCE may disclose your contact information to the extent that it is required to do so by law, in connection with any legal proceedings or prospective legal proceedings, and in order to establish, exercise or defend its legal rights.

Securing your data

CAUCE will take reasonable technical and administrative precautions to prevent the loss, misuse or alteration of your contact information. CAUCE will store all the contact information you provide on secure servers.

Cookies

A cookie is a piece of data stored on the user's hard drive containing information about the user. The CAUCE website uses a cookie for measuring aggregate web statistics, including monthly visitors, number of repeat visitors, most popular web pages and other information. CAUCE will also use cookies to facilitate your online visit by maintaining data that you provide for online activities so that you will not need to resubmit certain information. CAUCE does not use cookies to track what specific pages an individual site visitor views.

CAUCE uses the cookie information to improve its knowledge of member's use of our website and to enable CAUCE to be able to determine if website is operating efficiently. You can erase or block this information by changing the settings on your computer. If you do erase or block this information you may not be able to utilize some features of the Website.

Opting out of email lists

People who subscribe to email lists via the website will receive periodic updates from CAUCE by email. You may opt out of receiving future information via email by using the unsubscribe procedure outlined in the email message.

Updating this statement

CAUCE may update this privacy policy by posting a new version on this website. While CAUCE will attempt to notify you of any changes to this policy as soon as it is available, you should check this page occasionally to ensure you are familiar with any changes.

Other websites

The CAUCE website contains hypertext links to other websites. The appearance of a link to CAUCE on the websites of other organizations does not necessarily imply endorsement of those organizations on the part of CAUCE. CAUCE is not responsible for the privacy practices or the content of such websites.

Contacting CAUCE

If you have any questions about this privacy policy or the treatment of your contact information, please write to:

- by email to: CAUCE.Secretariat@usask.ca; or
- by post to:
CAUCE Secretariat
c/o Centre for Continuing and Distance Education
University of Saskatchewan
464 Williams Building
221 Cumberland Avenue North
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