



Mid-West Planning District

Box 96, Miniota, Manitoba R0M 1M0
Ph. 204-567-3699

POLICY

Title	Privacy
Policy #	8-2021
Issue Date	April 1, 2021
Resolution	44/21
Authority	Mid-West Planning District Board
Repeals Policy #	n/a

SUBJECT / APPLICATION: Policy around collection and use of private data.

LEGAL AUTHORITY / RELEVANT BY-LAWS: The implementation of this policy will be by resolution of the Board of the Mid-West Planning District.

POLICY:

The public agrees to this Privacy Policy, in its entirety, when they:

Access or use our Website

Create a profile on our 3-party e-permitting website

Submit paper or digital permit applications

Information We Collect

As a Visitor, the public can browse our Website to find out more about our organization. They are not required to provide us with any personal information as a Visitor.

Information You Provide to Us

We collect your personal information when the public register with us ("User") through the third-party site, Cloudpermit, when they express an interest in obtaining information about us or our services, when they participate in activities on our Website or otherwise contacting us.

Generally, they control the amount and type of information you provide to us when using our Website. The personal information that we collect depends on the context of their interaction with us and the Website, the choices they make and the features they use. The personal information we collect can include the following:

- Name, Address, Email Address, and phone numbers

Automatically Collected Information

When they use our Website, we automatically collect certain computer information by the interaction of your mobile phone or web browser with our Website. Such information is typically considered non-personal information. We also collect the following:

Cookies

Our Website uses "Cookies" to identify the areas of our Website that they have visited. A Cookie is a small piece of data stored on your computer or mobile device by your web browser. Most web browsers can be set to disable the use of Cookies. However, if they disable Cookies, they may not be able to access functionality on our Website correctly or at all. We never place Personally Identifiable Information in Cookies.

Log Information

We automatically receive information from their web browser or mobile device. This information includes the name of the website from which they entered our Website, if any, as well as the name of the website to which they have headed when you leave our website. This information also includes the IP address of their computer/proxy server that they use to access the Internet, their Internet Website provider name, web browser type, type of mobile device, and computer operating system. We use all of this information to analyze trends among our Users to help improve our Website.

Service Providers

We employ third party companies and individuals to facilitate our Website ("Service Providers"), to provide our Website on our behalf, to perform Website-related services or to assist us in analyzing how our Website is used. These third-parties have access to their personal information only to perform these tasks on our behalf and are obligated not to disclose or use it for any other purpose.

Analytics

Google Analytics is a web analytics service offered by Google that tracks and reports website traffic. Google uses the data collected to track and monitor the use of our Service. This data is shared with other Google services. Google may use the collected data to contextualize and personalize the ads of its own advertising network.

They can opt-out of having made your activity on the Service available to Google Analytics by installing the Google Analytics opt-out browser add-on. The add-on prevents the Google Analytics JavaScript (ga.js, analytics.js, and dc.js) from sharing information with Google Analytics about visits activity.

For more information on the privacy practices of Google, please visit the Google Privacy & Terms web page: <http://www.google.com/intl/en/policies/privacy/>

Security

Information we maintain about the public is stored in a secure manner. We use security features to collect the information they provide to us via our Website in a secure manner. However, if they send us an email, that type of transmission of information is not secure, and is traveling through the Internet unprotected and can be intercepted. While perfect security on the Internet is impossible, we maintain physical, electronic, and procedural safeguards to protect the information they provide to us. We restrict access to this information to employees with a need to know this information to provide them with the benefit, assistance or service they request or would like to obtain, and to those employees who need the information to do their jobs.

Changes in Privacy Policy

If we decide to change our privacy policy, we will post those changes to this privacy statement, the home page, and other places we deem appropriate so that you are aware of what information we collect, how we use it, and under what circumstances, if any, we disclose it.

The notice will tell you that we've changed our Privacy Policy and it will make available the prior Privacy Policy that applied (including, the dates that it applied). In addition, the updated Privacy Policy will list a new "Effective Date." If they continue to use our website (as described above, i.e., when you: (1) access or use our Website or any of the web pages of our website, (2) agree to receive e-mail from us and/or (3) use any of MWPD hosted online solutions, you are agreeing to be covered by the updated Privacy Policy.

We reserve the right to modify this privacy statement at any time, so we encourage the public to review it frequently to keep you updated of the change.

Contacting Us

If there are any questions regarding this privacy policy, they may contact us.

End of Policy

This Policy has been reviewed and approved for use or implementation by the Board of the Mid-West Planning District on April 1, 2021 by Resolution # 44/21.

Development Officer/Designated Officer

Chairman of the Board