

# **Privacy Policy**

St. John Ambulance Canada is committed to respecting the privacy of individuals and recognizes the need of people with whom we do business (clients, students, volunteers, customers), and employees for the appropriate management and protection of any Personal Information that you agree to provide to us.

The following policy statement tells you how and why we collect information on you and how we use that information. It discloses the information gathering and practices for St. John Ambulance Canada (SJA) web site: https://www.sja.ca

#### Personal Information

There are some places on the SJA site where we may ask for personal information, in order that we can present correct information to you. We will ask you to register or to provide personal information when you visit our site, enter a contest, complete on-line surveys, shop, register for courses and training, request information or submit content. This information is used to contact visitors who have asked for information or when otherwise necessary. Users can be removed from the mailing list at any time by submitting a mailing list removal request via email. SJA will not sell personal information.

Registration forms may ask for demographic information like postal codes, age, or gender. Demographic and profile data collected on our site is used to tailor the information to meet the needs of our audiences. If we are going to share the personal information you provide to us with third parties who are affiliated with our sites, or who provide services to our sites, we will inform you as to how that information will be used and will not release that information unless we have your approval to do so. We may also share aggregate information about our visitors and registered users.

Occasionally we may present a special contest or promotion sponsored by another organization. To qualify for entry, we may ask you to provide personal information. If we plan to share that information with the sponsor(s), we will let you know when we request your information. We also use visitor log-in information to help us ensure that only registered users have access to certain areas of our web site.

### **Ordering Products**

When you voluntarily provide us with personal information such as name, shipping and billing address, and credit card number when ordering products online, we use the information to fulfill your order. We may forward the information collected to other SJA employees or



contractors or to other computer systems (such as secure electronic commerce servers) to complete the requested transaction.

## Online Surveys

When you voluntarily provide us with personal information as part of an online survey, we use it to analyze and determine results. We may forward the information collected to other SJA employees or contractors to perform the actual analysis. You are under no obligation to participate in such surveys. If you provided the information to us in error, you may request its removal.

#### I.P. Addresses

We use your IP address to determine location help diagnose problems with our server, and to administer our Web site. Your IP address is used to gather broad demographic information and statistics.

### Links to Third Party Sites

This site contains links to other sites we believe will be of interest and value to our visitors. These other sites may send you their own cookies, collect data or solicit personal information. We do not control these cookies or the content of these third parties. Once you leave our servers, the use of any information you provide is governed by the privacy policy of the site you are visiting. SJA is not responsible for the privacy practices or the content of such Web sites. We only provide these links as a convenience, and the inclusion of a link does not imply endorsement of the linked site by SJA. This site contains links to other sites we believe will be of interest and value to our visitors. These other sites may send you their own cookies, collect data or solicit personal information. We do not control these cookies or the content of these third parties. Once you leave our servers, the use of any information you provide is governed by the privacy policy of the site you are visiting. SJA is not responsible for the privacy practices or the content of such Web sites. We only provide these links as a convenience, and the inclusion of a link does not imply endorsement of the linked site by SJA.

### Choice/Opt-out

Users may choose not to provide information when requested or at any time may choose to discontinue receiving communications from us. To request deletion of your information from our database, e-mail: info@sja.ca.