

## **Canadian Worker Co-operative Federation Privacy Policy**

We respect your privacy. This Privacy Policy covers our use and disclosure of your personal information, which is collected through or in connection with this Website. For this Privacy Policy, "this Website" means all the web pages related to the canadianworker.coop Site, excluding any links to third-party sites. This Privacy Policy relates to the information we collect and how we use it. This Policy applies solely to information collected through this Site and not other sources.

**Organization Name:** Canadian Worker Co-operative Federation (CWCF)

**Address:** 1- 41 Aberdeen Street, Kentville, NS B4N2M9 Canada

### **Information collection and use**

We collect and use personal information (including name, address, telephone number and email address) to:

- respond to queries or requests you submit,
- process applications you submit,
- administer or otherwise carry out our obligations in relation to any agreement you have with us,
- anticipate and resolve problems you bring to our attention,
- better tailor and improve the features and services on the Website,
- create products or services that may meet your needs.

We may use third parties for the fulfillment of our obligations.

However, except as set out in this Privacy Policy, we will not disclose to third parties any personally identifiable information without your permission unless we are legally entitled or required to do so (for example, if required to do so by legal process or for prevention of fraud or other crime), unless we are required do so to provide a service you requested, or if we believe that such action is necessary to protect and/or defend our rights, property, or personal safety and those of our users/members, etc.

### **Conditional Use of This Site**

Your access to and use of this Website and its contents is subject to the terms and conditions of this Privacy Policy. By accessing and using this Site, you accept and agree to this without any limitation or qualification.

### **Google Analytics Collection of Information**

We make use of Google Analytics which collects information about your browser, how you got to our Website, what you looked at and date/time information about your visit. This process does not collect any personal information about you.

## **Use of Cookies**

Our Website makes use of cookies. Cookies may store information about your use of the Website to improve the browsing experience through the Website. You can erase or block this information by changing the settings on your device (please refer to your help screens or manuals). If you do erase or block this information, you may not be able to utilize some features of the Website.

## **Collecting Personal Information**

We collect the personal data that you may volunteer while using our services. Providing personal information is up to you.

One type of information that is collected within our Website is your email and organization which is collected for sign-up to our newsletter. This CWCF Privacy Policy does apply to information that is collected for our newsletter. Note, however, this information is collected and stored by our newsletter application, Constant Contact, which has controls within its system to minimize risk to privacy. The first control is that you must verify your email by replying to an email sent as a result of the sign-up process with Constant Contact. Another control is the option to opt out at the bottom of every newsletter sent by CWCF. Once someone has opted out, Constant Contact does not permit that email to receive any further correspondence from its system.

We may also collect information about you through other third parties, including Eventbrite (for event registration, especially webinars), GiftTool (for conference registration), SurveyMonkey (for evaluations and other surveys), and AutonomousInvest (for CWCF's Common Good Capital Registered Plans account holders). Once CWCF has obtained data from you through third parties, we follow this Privacy Policy. However, please note that if you use the third-party service, your data will be handled in accordance with the third party's privacy policy and practices. CWCF is not responsible for the privacy practices of such third-party websites or services. They have their own rules about information collection, use, and sharing, which you should review before using the software or services.

## **Google Forms**

CWCF utilizes Google Forms for several uses, such as funding applications and dues renewals. All information collected is saved within Google, which has its own privacy policy. Google provides storage capacity, while CWCF collects and manages the information collected within the forms. All information collected conforms to our Privacy Policy and is used explicitly for the purposes indicated in the application. We seek to collect only as much information as needed for the purpose of making decisions.

## **Data Retention**

We retain the information we collect for as long as necessary to fulfill the purposes outlined in this Privacy Policy or as long as we are legally required or permitted to do so. Information may persist in copies made for backup and business continuity purposes for additional time.

## **Children And Those Persons Under 18 Years Old**

We do not knowingly collect personal data from children or persons under 18 years old. We do not take any specific steps to protect the privacy of children who use our Website.

## **Contacting CWCF**

If you have any questions or privacy concerns, you may contact our Privacy Officer at [communications@canadianworker.coop](mailto:communications@canadianworker.coop). (Note that on the Website, this will be written as communications AT canadianworker DOT coop.)

5 March 2026