

# **NIAGARA COLLEGE STUDENT ADMINISTRATIVE COUNCIL ONLINE** **PRIVACY POLICY**

Niagara College Student Administrative Council (NCSAC) is bound by law and ethics to safeguard your privacy and the confidentiality of your personal information. This Privacy and Security statement is based upon the principles covered in Canada's Personal Information Protection and Electronic Documents Act (PIPEDA) as well as Ontario's Freedom of Information and Protection of Privacy Act (FIPPA). For activity on our website ncsac.ca and its accompanying social network we have created the following Privacy Policy and "Do's" and "Don'ts" to protect your confidentiality and promote an accessible college environment .

This includes:

## **Privacy Policy**

### **1. Privacy Philosophy and General Terms:**

Niagara College Student Administrative Council understands the importance of your privacy rights. We are committed to transparency and disclosure of the ways in which we use personal and non-personal information.

The material you post on the social network site may be made public unless you adjust settings to restrict the availability of that material. In addition, there may be links to independent web sites outside of the Niagara College Student Administrative Council and we are not responsible for the privacy policies of those sites.

We will enforce all measures to secure the integrity of private communication on the site, however, even protected sites can be compromised due to illegal hacking, technological glitches, user misconduct, and administrative errors. Niagara College Student Administrative Council assumes no liability for these actions, occurrences or their results.

### **2. Information We Gather, IP Address and Cookies:**

Visitors to the site may remain anonymous by not logging in. Niagara College Student Administrative Council uses cookies to gather non-personal information from visitors. This helps us to customize options, keep track of your whereabouts on the site and make proper amendments to its functionality.

The only data retained or made available is that which you post on your public profile. Please do not post any personal identification numbers, or other private information not required for registering or using the site.

Students will use their “students.niagaracollege.ca” e-mail address to register for both ncsac.ca and its accompanying social media network. These e-mail addresses may be used to compile e-mail lists for important updates relevant to Niagara College Student Administrative Council. At no point will this information be used to solicit, or procure third party interests. You will only receive e-mails from the staff of Niagara College Student Administrative Council. If at any time you wish to be removed from a mailing list, please e-mail [amaiolo@niagaracollege.ca](mailto:amaiolo@niagaracollege.ca)

Niagara College Student Administrative Council does not use your IP address or cookies to collect personally identifiable information about you. We merely use it to help with administrative, diagnostic and statistical issues pertaining to the site.

### **3. Contact Us:**

If you have any questions about this privacy statement, or this site, please contact us by e-mail at [amaiolo@niagaracollege.ca](mailto:amaiolo@niagaracollege.ca)

## **Do's and Don'ts**

The Niagara College Student Administrative Council community is governed by the following set of standards which apply to all community members and their posts. We aim to make ncsac.ca and our social network a safe, and fun environment for all users. We need your help to do this, and we have compiled the following list of “Do’s” and “Don’ts” to help facilitate this. Please be mindful that community members may claim expertise or status that they may not possess. Thoughtful discretion should be given to all advice found on the social network site. The views expressed by community members on the site do not necessarily reflect those of Niagara College Student Administrative Council.

**Do** be respectful and civil to other community members and guests.

**Do** provide informative links to online resources. However, please secure the permission of the relevant copyright owners or ensure you have fair use of the copyrighted material.

**Don't** use vulgar, profane, or sexually graphic content.

**Don't** use threatening, racist, abusive, hateful, violent, or obscene language or behaviour.

**Don't** participate in, suggest, or encourage any illegal activity. Your actions may be reported to the authorities.

**Don't** flood, spam, post chain letters, pyramid schemes, junk mail, etc.

**Don't** solicit pornography, pharmaceutical drugs, or illegal materials. Any excessive commercial, personal or advertising solicitation impedes the community experience and will not be tolerated.

**Don't** post any private information about yourself or your business that you would not like to be made public. When sharing private contact information, please use a private message. Please take notice that the following optional information in your member profile will be viewable to all registered visitors of the site: Name, Image, Other.