**PURPOSE**

The Saskatchewan Centre for Patient-Oriented Research (SCPOR) Website User Privacy Policy sets out how SCPOR collects, uses and discloses the personal information obtained through our website, our social media platforms (Facebook, Twitter) and event management and ticketing platform (Eventbrite).

Your privacy is important to SCPOR, and you should know how SCPOR uses the information you provide. Ensuring private information is handled appropriately is important to SCPOR.

***What is personal information?***

*Personal information is any information about an identifiable individual.*

*SCPOR is responsible for personal information in its possession and under its control. SCPOR has implemented policies and practices to give effect to this Privacy Policy, including training and communicating with our employees about the importance of privacy and implementing security procedures that reasonably protect the personal information you provide to us.*

**What personal information do we collect, and why?**

During a visit to our website, it will be clear when and how SCPOR will collect personal information.

* We collect personal contact information (such as your name, email address and telephone numbers) if you: sign up for a newsletter; submit applications through our webpage; or register for an event via Eventbrite. This information is used to fulfill your request for information, services, and to respond to your inquiries.
* We will never ask you for your confidential medical information or records nor should you ever submit confidential information such as this to SCPOR.
* We may collect demographic information, and may use this information along with your personal contact information in order to gain a better understanding of your interests so that we may improve our products and services and develop new products and services, and for annual reporting purposes for CIHR
* If you choose to opt-out of any use of your personal information we will keep your contact information and details with respect to your opt-out on a list so that these requests can be honoured, and we may retain your information to fulfill legal or regulatory obligations or for other purposes permitted by law.
* If you provide a complaint to any of our platforms or departments, we will collect your contact information and the nature of your complaint, for the purpose of investigating your concerns and responding to you.
* Occasionally, we ask our users to complete research surveys. If you choose to participate in these surveys and provide your personal information for that purpose, your information will be aggregated as part of the survey results and shared with our partners, federal sponsor and affiliates in a manner that does not identify an individual. However, your information may also be used by SCPOR to gain a better understanding of your interests so that we may develop new products and services
* Other than as permitted or required by law, if we wish to collect, use or disclose your personal information for purposes that are not contemplated in this Privacy Policy, we will identify those purposes at the time of collection. You will be given a reasonable opportunity to opt-out of any such additional purposes.

SCPOR’s website automatically collects some information from visitors who visit the site. This information includes Internet Protocol (IP) address and browser type (this does not identify who you are); referral site (the site you came from when you entered our site); the date and time of your visit; and the queries you type into the website’s search engine.

This information is securely stored on the data system of our website platform Squarespace. You can read more about the ways it [protects your data here.](https://support.squarespace.com/hc/en-us/articles/115012540827)

To prevent unauthorized access, use and disclosure. SCPOR stores the information for as long as necessary for the purposes stated in this Policy or as required by law.

### Disclosure of Personal Information

SCPOR will not sell, share or otherwise distribute personal information except as provided in this Policy.

SCPOR will disclose personal information only when required by law, court order or governmental regulation, or if such disclosure is necessary in support of any criminal or other legal investigation or proceeding.

### Use of Cookies

SCPOR uses cookies to collect information about usage patterns. This information assists SCPOR in tracking traffic and site use, as well as in developing content that responds to the interests of visitors. These cookies assign a number to each visitor to capture the frequency of visits and document what pages the user is viewing. These cookies also recognize the type and version of web browser used, to ensure our site is technically accessible.

Cookies do not contain any personal information about an individual and cannot be used to identify you personally. Cookie preferences can be viewed and adjusted through your web browser.

SCPOR uses [**Google Analytics**](http://www.google.com/policies/privacy/partners/) to collect information on our website. Individuals may opt out of Google Analytics by visiting the [**Google Analytics opt-out page**](https://tools.google.com/dlpage/gaoptout).

### Third Party Service Providers

SCPOR’s website is hosted by Squarespace. The company’s standard terms and practices can be found here: <https://www.squarespace.com/terms-of-service>

SCPOR uses a third-party provider, MailChimp, to send newsletters and updates to individuals who have elected to receive these communications. Subscriber lists are stored on a secure MailChimp server. MailChimp provides SCPOR with statistics on email campaigns, such as the rate of opening, link clicks, and unsubscribe rates. These analytics are used by SCPOR to monitor trends and improve campaigns. MailChimp’s use of your personal information is limited and governed by their privacy policy [https://mailchimp.com/legal/privacy/].

SCPOR also uses EventBrite which is a U.S. based event management and ticketing website for our workshop and special event registrations. EventBrite’s use of your personal information is governed by their privacy policy [https://www.eventbrite.ca/support/articles/en\_US/Troubleshooting/eventbrite-privacy-policy?lg=en\_CA].

Users who register for a SCPOR event via Eventbrite have the option of completing an anonymous demographics questionnaire. SCPOR uses the data collected from this demographic survey for its annual reporting to the Canadian Institutes of Health Research.

Users who wish to complete this anonymous online questionnaire can click on an external link which takes them to a SurveyMonkey voluntary questionnaire. Survey Monkey is the University of Saskatchewan’s official online survey system. SCPOR uses Survey Monkey to ensure sensitive diversity data is securely stored. You can read about Survey Monkey’s policy’s here and their data storage policies here: [<https://www.surveymonkey.com/mp/legal/privacy-policy/>]

### Canada's Anti-Spam Law

SCPOR has implemented a series of practices to comply with the consent and unsubscribing provisions for Commercial Electronic Messages (CEMs) in Canada's Anti-Spam Legislation (CASL). Where consent is required by CASL, SCPOR ensures that recipients have expressly opted-in or have given their implied consent to receive SCPOR communications.

### External Links

Our website may include links to other organizations' websites. SCPOR provides these links for the user’s information and convenience. SCPOR is not responsible for the content or the privacy practices of other sites.

### Updates and Conditions of Use

SCPOR will update this Policy as necessary to reflect changes to our personal information practices. These changes will be noted on SCPOR’s corporate website scpor.ca). Use of our websites indicates your acceptance of SCPOR’s Website User Privacy Policy**.**

### Contact Us

Questions, comments or concerns regarding this Policy should be directed to:

Farha Akhtar

c/o SCPOR Communications
306-966-1733 / 306-966-2550