

Privacy Policy

Introduction

Code for Canada (“us,” “our” and “we”) respects your privacy. This Privacy Policy explains how we handle your personal information on our website (<https://codefor.ca/>) and through our services, programs, and applications (collectively called “Services”). The reason for this Privacy Policy is so you can understand how we collect, manage, protect, use and/or share personal information.

Consent

By using our Services and/or giving us your information, you accept the terms of this Privacy Policy and agree to how we collect, use, and share your personal information. If you do not agree with the terms in this Privacy Policy, do not give us your personal information. Sharing certain personal information with us is optional, but some services might not be available if you do not share the required personal information.

Updates to Privacy Policy

We may change this Privacy Policy from time to time by posting a new version on our website. The new version will be effective when we post it. Please check this Privacy Policy whenever you use our Services to understand our privacy practices and your choices. If you continue to use our Services after we post any changes to this Privacy Policy, that means that you agree to the changes made to this Privacy Policy.

Collection of Personal Information

Depending on how you interact with us, we may collect the following information about you:

- **User Information** includes your name, email address, city, province or similar identifier that you provide us with. We collect this information in many ways, such as when you subscribe to our newsletter, or provide information to us (for example, through the website).
- **Technical Data** includes internet protocol (IP) address, browser type and version, time zone setting, location, browser plug-in types and versions, operating system and platform on the devices you use to access the Services.
- **Usage Data** includes information about how you use the Services. As you use our Services, we may automatically collect Usage Data and Technical Data about your device, browsing actions and patterns. We collect this information by using cookies (see section titled, “*Cookies*”).
- **Demographic information** includes your age, race, ethnicity, gender orientation, birthplace, languages spoken, immigration status, disabilities, education, employment and financial information. We collect this information if you choose to participate in a survey and/or a usability session. We use this information to assess your eligibility for a usability session.
- **Voice/Video Recordings** when we conduct user experience research, if you choose to participate in a usability session. The recording may also include information you give us during the usability session.

We use a mix of self-hosted and third-party service providers to handle form submissions on our website, including JotForm, Tally, ActiveCampaign, and Airtable. When you submit a form on our Site, or apply for a role, your personal information and any other information you submit is stored through our system and/or by our third-party service providers.

Through our Services, we typically collect information directly from you. This may include information collected through our website. Sometimes we may collect information indirectly from third parties, such as service providers or other entities that can legally share information with us. The type of information

collected indirectly may include information about potential leads for recruiting participants for usability sessions from hard-to-reach communities. We try to make sure the information we collect is accurate and secure, no matter where it comes from.

Cookies

Our website uses cookies and similar technologies to collect and store certain information. A cookie is a data file transferred to your device that allows us to maintain your unique preferences when visiting and navigating our website. The information collected is anonymized and technical in nature and includes time of access, browser information and in some cases, device or network information (i.e. IP address or the manufacturer of a mobile device used to access the website). We use this information for internal business purposes (related to analytics) and to make sure that your access to our website is the best user experience it can be and that you agree to these uses.

We use different types of cookies, including:

- user input cookies
- authentication cookies
- analytics cookies

Through your internet browser settings, you can choose how cookies are handled by your device. Each browser has different settings, so we recommend that you find the “Help” menu in your browser to learn about how to change cookie preferences. If you are concerned about the use of cookies, you can disable them or block them from your browser. If you choose to block or disable cookies at any time, the website may not function properly, and certain features may not be available.

Use of Personal Information

We may use personal information about you for the following purposes:

- To provide you with our Services, including access to our website;
- To customize, improve, and enhance our Services, including our GRIT (Gathering Residents to Improve Technology) service and broader inclusive user experience design goals;
- To contact you about our Services, career opportunities, and resources, including to send you our electronic newsletters, based on your communication preferences and applicable law;
- To conduct user experience research;
- To track and analyze usage in connection with our Services and mailing list;
- To market our Services (e.g. develop marketing materials that may be useful, relevant, valuable or otherwise of interest);
- To protect our rights or the security or integrity of our Services;
- To enforce our terms or other applicable agreements or policies;
- To verify your identity;
- To investigate security breaches and other potentially prohibited or illegal activities;
- To comply with applicable law, regulation, legal process or governmental request; and
- For any other purpose where we let you know.

When we use the internet to collect and handle information, the data often travels internationally. By using our Services, you agree to the transfer of your data outside of the country in which you live to another country where we engage third parties including companies that provide services to us. You understand that the countries to which we may transfer may not have data privacy laws that are as protective as the country in which you live.

Disclosure of Personal Information

We do not share your personal information to any third party, except as described in this policy. We may share your information as follows:

- With our partners, collaborators, and affiliates for the purposes described above;
- With third parties to provide, maintain and improve our Services, including service providers (e.g. Jotform.com, Breezy.hr, Hotjar.com, Tally.so, Airgram.io, Fireflies.io, ActiveCampaign.com, Airtable.com, Calendly.com, and DocuSign.com) who access information about you to perform services on our behalf;
- When permitted or required by law, such as in response to a subpoena or other legal process or governmental request;
- To meet legal obligations;
- If we believe sharing information is reasonably necessary to (i) enforce or comply with our terms or other applicable agreements or policies, (ii) to protect our rights or security or integrity of our Services, or (iii) to protect us, our users or the public from harm or potentially prohibited or illegal activities; and
- With your consent.

We try to limit the personal information we share with third parties to what is needed for their services.

Third Party Links

Our website may contain links to other websites. We try to link only to websites that have the same standards and respect for privacy as us, but we are not responsible for the content or privacy practices of other websites. We encourage you to check the privacy statements and policies of all other websites.

Security

We take reasonable steps to protect your personal information, and prevent it from getting lost or being accessed, used, or shared without permission. Even though we take reasonable steps, we cannot completely avoid the security risks that come with handling personal information. Sending data over the internet or storing it electronically is not completely secure. So, we cannot guarantee absolute security. If information in our possession or control becomes at risk due to a security breach, we will take reasonable steps to investigate the situation and where appropriate, we will notify you if your information is at risk and take other steps as required by law.

Retention and Disposal

We keep personal information only as long as necessary to fulfill the purpose(s) for which such information was collected or as required by law. Once we no longer need to keep the information, we securely delete, destroy, or anonymize your information. Anonymize means that we'll remove or modify any identifying data so that it cannot be linked to your identity.

Access, Questions and Concerns

You may access, change, or correct your personal information by making a request to us using the contact information below. We may need to verify your identity before giving you access and/or changing or correcting your personal information.

Please contact us if you have any concerns or questions regarding this Privacy Policy.

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