**PRIVACY POLICY**

Protecting your privacy is important to Weston. This Policy explains how Weston collects, uses, and discloses the personal information you may provide while using the website operated by Weston (the "Website"). By using the Website, you signify your consent to the collection, use, and disclosure of your personal information in accordance with this Policy. If you do not agree with this Policy, please leave the site now.

**Information Automatically Collected**

**Non-Identifying Information –** The Website may automatically collect certain non-identifying information regarding users of the Website, such as the IP address of your computer, the IP address of your Internet service provider, the date and time you access the Website, the pages of the Website read and images viewed, and the materials you post to or download from the Website. This non-identifying information is used for the operation of our web services, to maintain quality of the services, and to provide general statistics regarding use of our web services.

We make no attempt to link this information with the identity of individuals visiting our Website. We may, however, review service logs for security purposes, for example to detect intrusions into our network. In such cases, we may share raw data logs, which contain visitors’ IP addresses that could be used to trace and identify individuals, with the appropriate investigative bodies authorized to investigate such breaches of security. Your non-identifying information may be permanently archived for future use.

**Personal Information You Specifically Provide to the Website**

**Your Personal Information –** Duringyour use of the Website, you may be asked to voluntarily provide certain personal information, including but not limited to your name, email address and telephone number, to register to the Website which will enable you to create a profile and apply to funding programs, among other things. Once registered, other personal information requested may include your address, primary organization and affiliate organizations, job title, education and scientific papers published.

**Use of Your Personal Information –** Weston may use your personal information to contact and correspond with you; to respond to your inquiries; to review, facilitate and process your application for funding; to grant access to certain areas of the Website; to track communications with you; to help Weston develop new services, tools and website features; to improve the Website;to provide you with the electronic communications you request, ; for internal reporting requirements and as otherwise permitted or required by law. By visiting the Website and providing Weston with your personal information, you signify your consent for Weston to use such information for purposes described herein.

**Electronic Communications from Weston –** Atany time you may ask Weston to stop sending you electronic communications and other information, by contacting Weston at [community.affairs@weston.ca](mailto:community.affairs@weston.ca). Please allow two to three business days for the cancellation to take effect.

**Disclosure of Your Personal Information –** Weston may transfer or otherwise disclose the information it collects from you to its employees, agents and service providers for the purpose of enabling these parties to perform a business, professional, charitable or technical support function for Weston, including the selection of an applicant for funding purposes. Such parties will be subject to the same obligations as Weston under this Policy. Weston may disclose your personal information where it is legally obliged to do so or otherwise as permitted or required by law.

**Storing and Securing Your Information –** To help protect the confidentiality of your personal information, Weston employs security safeguards appropriate to the sensitivity of the information.

**Retention of Information –** Weston retains your personal information only as long as it is required for the purposes for which it was collected (see under “use of your personal information” heading) or as required by federal and provincial laws.

You can obtain information regarding the collection, use, disclosure or storage of personal information by our service providers by contacting us as described below under the heading “Questions”.

**Withdrawal of Consent -** You may withdraw your consent to the collection, use and disclosure of personal information about you at any time. To do this, please contact Weston at [community.affairs@weston.ca](mailto:community.affairs@weston.ca).

**Privacy Policy Changes -** This Policy may be amended by Weston from time to time in Weston’s sole discretion and without any prior notice or liability to you or any other person. The collection, use and disclosure of your personal information by Weston will be governed by the version of this Policy in effect at that time, which will be posted on the Website. We encourage you to read the Policy from time to time. Nonetheless, your continued use of the Website and receipt or request of any electronic communication subsequent to any changes to this Policy will signify that you consent to the collection, use and disclosure of your personal information in accordance with the changed Policy.

**Accuracy and Updating your Personal Information -** It is your responsibility to give us current, complete, truthful and accurate information, and to keep such information up to date. We cannot and will not be responsible for any problems or liability that may arise if you do not give us accurate, truthful or complete information or if you fail to update such information.

You may contact us to change or update the personal information that you have previously provided by contacting our Privacy Officer (Adam Walsh) at [community.affairs@weston.ca](mailto:community.affairs@weston.ca) or 416-922-2500.

**Questions -** If you have further questions about our privacy policy, information you have submitted or the use of information collected, please contact our Privacy Officer (Adam Walsh) at [community.affairs@weston.ca](mailto:community.affairs@weston.ca) or 416-922-2500.