

PRIVACY STATEMENT

The Nova Central School District website connects you to the district divisions, staff and schools. This website is maintained to assist you in finding information about NCSD, its programs and services and its schools. NCSD is committed to providing a website that respects your privacy while you visit us on-line.

Governing Law

Nova Central School District is governed by the *Access to Information and Protection of Privacy Act (ATIPPA)* of the Government of Newfoundland and Labrador.

Collection of Personal Information

- We do not collect your personal information if you browse or download from our website.
- NCSD collects only personal information which you may choose to submit (eg. in an email when you email us; through job applicant data)
- Personal information provided by you in an email is used to review your comment or inquiry and to respond to you. Your personal information is disclosed only to those district employees who need it to answer your question, to the person who your inquiry relates to or to parties authorized by law to receive the information. Personal information submitted by you in an on-line form will only be used for the purposes described on the on-line form and will be treated in accordance with the privacy provisions of *ATIPPA*.

Information Collected and Stored Automatically

When you visit the Nova Central School District website, our web server may collect standard information essential to the operational, security and evaluation of the website. This information includes:

- IP address from which you access the NCSD website;
- Type and version of browser used to access our website;
- Date and time you accessed our site;
- Pages you visit; and,
- If you linked to the NCSD website from another website, the address of that site.
- Cookies may be created when you visit our site. A cookie is a small piece of text information that is sent to your browser when you access a website. Your browser will

return this cookie information to the domain where the cookie originated. The session cookie we incorporate allows us to determine common paths used by our viewers. This information allows us to streamline navigation to the most requested pages during future upgrades. If you are concerned about cookies, you can refer to 'help' on your browser software for information on how to disable or delete cookies.

- The NCSD computer system may use software programs to monitor network traffic to identify unauthorized attempts to upload or change information, or otherwise cause damage to the service we provide. No attempt is made to identify an individual user of the NCSD public website, or their usage patterns , except when there is a violation of district policy or for law enforcement purposes.

This information is collected in compliance with *ATIPPA* and is primarily used to help us assess our services in order to efficiently provide you with the information you require.

Links to other sites

The Nova Central School District website may link users to other sites not maintained by NCSD. NCSD is not responsible for the privacy practices and policies of those web pages, nor does the NCSD guarantee the information available through these websites. NCSD disclaims any opinions expressed on such linked sites. You are encouraged to review the privacy statements, terms of use and disclaimers on linked webpages and to make your own assessments of the accuracy and reliability of the information contained on those websites.

Questions

Questions regarding privacy or access to information issues should be directed to:

ATIPP Coordinator
Senior Administrative Officer (Corporate)
Nova Central School District
203 Elizabeth Drive
Gander, NL A1V 1H6
(709) 256-2547