



# Sault Ste. Marie POLICE

## SAULT STE. MARIE POLICE AUCTION PRIVACY POLICY

The Sault Ste. Marie Police Service (SSMPS) knows that protecting the privacy and confidentiality of your personal information is of the utmost importance. Collection, use and disclosure of personal information by the SSMPS is governed by the Personal Information Protection and Electronic Documents Act (the "Act"), and any applicable provincial legislation. This Privacy Policy explains what personal information is collected from customers and how it is used. This Privacy Policy applies to personal information (see below) collected by the SSMPS on its website. Be aware, our website may contain links to other websites provided and maintained exclusively by third parties not subject to this Privacy Policy. Please review the privacy policies on any external websites to determine their information handling practices.

### What is personal information?

Personal information is any information about an identifiable individual. Personal information does not include the name, title, business address or telephone number of an employee of an organization. Information used solely for journalistic purposes is exempt from the Act.

### What personal information we collect, and why?

The SSMPS collects personal information for specific, limited purposes. Information is collected by fair and lawful means.

- We collect personal contact information (for example, name, address, email address and telephone numbers) if you: sign up or register for an online forum or website, or purchase any product from the SSMPS as an auction participant. This information is only used to fulfill your request and respond to your inquiries.
- We retain your subscriber ID and passwords so upon request by you and receipt of identification we may remind you of them.
- We collect demographic information, as well as purchase history, in order to gain a better understanding of your interests so we may develop better service.
- We may also use demographic, personal contact and history information from time to time to contact you about changes, enhancements or other notices related to our services.
- We do not collect credit card information as an auction participant.
- We generally use your personal information for the purposes of: managing, administering, reporting, collecting or otherwise enforcing accounts; maintaining business records for reasonable periods of time and generally managing and administering our business; and meeting regulatory, legal, insurance, audit, security and processing requirements.
- Other than as permitted or required by law, purposes for the collection, use or disclosure of personal information, which are not set out in this Privacy Policy, will be set out at the time of collection.

### To whom does the SSMPS disclose personal information, and why?

The SSMPS may disclose your personal information under the following circumstances:

- The SSMPS may transfer your personal information to service providers acting on its behalf in order to perform processing and other specialized services, for example, credit card processing.
- The SSMPS may disclose your personal information for internal audit, management, billing, administrative or other business purposes.
- When the SSMPS needs to disclose your personal information to unrelated parties, for example, if we find you have violated any stated terms of service or conditions of purchase, or if we need to comply with applicable laws and lawful governmental requests, other legal and regulatory authorities and other legal reasons.

Generally, providing us with your personal information, we will assume you consent to our collection, use and disclosure of such information for the purposes identified or described in this Privacy Policy, if applicable, or otherwise at the time of collection. The SSMPS reserves the right to use and disclose your personal information without consent where required or permitted by law. For example, if we have reasonable grounds to believe the information could be useful when investigating a contravention of a federal, provincial or foreign law, in order to protect or defend our legal interests, or to comply with applicable laws and lawful governmental requests.

### Safeguards:

The SSMPS maintains personal information in a combination of paper and electronic files. We take technical, contractual, administrative and physical security measures to protect your personal information.

Please be aware, email is not a secure medium, and any personal information you send by email could be intercepted. If your communication is sensitive, you should not send it electronically unless the email is encrypted or your browser indicates access to our website is secure.