

## Web Site Privacy Policy

### Introduction

Personal Support Worker (PSW) Registry of Ontario (“Registry”) understands the sensitivity with which personal information should be handled. The Registry will use its best efforts to ensure that the information you submit to the Registry is used only for the purposes set forth herein or as otherwise communicated to you at the time you provide the registry with personal information.

### Acceptance of Terms

This notice explains the Registry’s online information practices only. This Privacy Policy applies to the (“www.psw-on.ca”) website (the “Web Site”). PLEASE READ THIS PRIVACY POLICY CAREFULLY AS YOUR USE OF THE WEB SITE CONSTITUTES YOUR ACCEPTANCE OF THIS PRIVACY POLICY AND ANY SUBSEQUENT MODIFICATIONS THERETO, INCLUDING, WITHOUT LIMITATION, THE COLLECTION, USE AND DISCLOSURE OF PERSONAL INFORMATION. IF YOU DO NOT AGREE WITH ANY OF THE TERMS OF THIS PRIVACY POLICY, PLEASE DISCONTINUE YOUR USE OF THE WEB SITE.

### Terms of Service

The use of the Web Site is governed by the [Terms of Use](#).

### Collection of Information

The Registry collects information about you when: (i) you use the Web Site; and (ii) when you voluntarily provide your information to the Registry. No personally identifiable information about you, such as your name, address, telephone number, email address, IP address or other information, is collected by the Registry when you use the Web Site except when you provide such personal information on a voluntary basis, such as when you apply to the Registry as a PSW or employer, update your records, fill out online surveys or request information or services from the Registry.

### Use and Disclosure of Information

The Registry collects certain information about you when you use the Web Site in order carry out its operational functions. However, accessing the Web Site does not provide the Registry the authority to



disclose any personally identifiable information about you to any third party without your approval. Registrants of the Registry should review the Registry's [Privacy Policy](#).

## Cookies

The Web Site uses cookies to collect information about you. A “cookie” is a small piece of data that is sent to your browser from a web server and stored on your computer’s hard drive. Cookies let the Registry “remember” information about your preferences and allow you to move within areas of our site quickly and easily. These cookies contain anonymous, non-personal information. Cookies do not damage your system or impair its functioning in any way. The Registry uses cookies to tailor your experience at the Site, to show you content that you might be interested in, and to display the content according to your preferences. Cookies do not contain any personally identifying information. You can choose whether to accept cookies by changing the settings of your browser. You can reset your browser to refuse all cookies or to allow your browser to show you when a cookie is sent. However, if you choose not to accept cookies some part of the Web Site may not function properly.

## Internet Protocol Address

The Registry collects an IP address from all visitors to the Web Site. The Registry uses your IP address to help diagnose problems with the Web Site, and to administer the Web Site. Your IP address is also used to help identify you when you visit the Web Site.

## Links

The Web Site may contain links to third-party websites. The Registry has no control over such third-party websites. By clicking on a link, you agree that the Registry is not responsible for the privacy practices of such third-party websites and that it is your responsibility to be aware of and comply with such privacy policies.

## Security of Personal Information

The Registry uses commercially reasonable security measures to protect against the loss, misuse and alteration of the personal information. However, you acknowledge that the security, integrity and privacy of any and all information and data exchanged between you and the Registry through this Web Site cannot be guaranteed.

## Retention of Information

Personal Information is retained in accordance to the [Management, Retention & Disposal of Applicant and Registration Records Policy](#) of the Registry, as amended from time to time.

## Changes to this Privacy Policy

The Registry reserves the right to amend this Privacy Policy at any time. If this Privacy Policy is amended, the Registry will post the amended terms on the Web Site so that you will always know what information the Registry gathers, how the Registry might use that information, and whether the Registry will disclose it to anyone. Posting of amended terms shall constitute notice to you. All amended terms shall be effective immediately upon such notice. Your continued use of the Web Site after such modifications will constitute your: (a) acknowledgement of the modified Privacy Policy; and (b) agreement to abide and be bound by the modified Privacy Policy.

## Deleting or Changing Personal Information

At your written request, the Registry will: (a) provide reasonable access to your personally identifiable information that is in the Registry's records; and (b) use reasonable efforts to allow you to update or correct personally identifiable information which you state as incorrect to the extent that such information has been maintained by the Registry and if so, that such updating or correction will not compromise the Registry's compliance with applicable law, contractual commitments and/or the privacy of other individuals. You acknowledge that while only correct information will be displayed, records of correction and information that has been achieved will continued to be retained by the Registry in accordance its [Management, Retention & Disposal of Applicant and Registration Records Policy](#).

## Contact Information

If you have any questions about this Privacy Policy or the privacy practices of the Registry in respect of this Web Site, please direct your questions and comments to the Registry's [inquiries@psw-on.ca](mailto:inquiries@psw-on.ca), via postal mail at:

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ATTN: Personal Support Worker Registry of Ontario.