

Skills Ontario Privacy Policy

Our commitment

We are committed to protecting your privacy whether you are browsing for information or conducting business with Skills Ontario through electronic channels. The handling of all personal information by Skills Ontario is governed by the [*Freedom of Information and Protection of Privacy Act*](#).

When you visit our website, we will not collect your personal information unless you choose to use and receive online products and services that require it. For transactions with Skills Ontario involving credit cards, we use up-to-date security protocols to ensure the integrity and confidentiality of information and systems.

Web analytics

In order to serve you better, we use web analytics services including Google Analytics to help analyse the use of our website. These tools use cookies to collect and generate information about your visits to our sites (including your IP address) that is transmitted to their servers in an anonymous form for processing. We study patterns of website activity so we can improve the experience of visitors to our sites.

The use of these tools does not allow us or our analytics service providers to identify individuals.

You can opt-out of analytics activity by setting your browser to notify you when a cookie is sent and block analytics cookies if desired. Please consult your browser's Help Menu for instructions. Visiting our website with analytics cookies disabled will have no significant impact on your browsing experience.

Google currently offers a free [Google Analytics opt-out tool](#) for Internet Explorer (versions 7 and 8), Google Chrome (4.x and higher), and Mozilla Firefox (3.5 and higher).

Privacy statement details

Thank you for visiting the Skills Ontario website and reviewing our online Privacy Statement in detail. Respecting your privacy and protecting your personal information in an online environment is a priority for us. Skills Ontario's management of personal information is governed by the *Freedom of Information and Protection of Privacy Act* (FIPPA).

This Privacy Statement explains our current practices regarding what information Skills Ontario may collect, use, and secure when you visit our website.

Our privacy statement covers the following topics:

What kind of information is collected when you visit our websites?

When you browse or download information from Government of Ontario websites, our servers automatically collect limited amounts of standard information for traffic monitoring and statistical purposes. The information is analyzed for operational trends, performance, and for ways to improve our sites. The government cannot identify you from this information.

We collect the following standard types of information:

- Internet Protocol (IP) addresses of the computers being used to access our site
- operating systems and the types and versions of browsers used to access our site
- dates and times users access our sites
- pages visited
- names and sizes of files requested

The Skills Ontario website collects the above noted information to provide citizens with access to information and services available on our websites. Skills Ontario computer systems use hardware and software to monitor unauthorized attempts to upload or change information on our website, disrupt service, or otherwise cause damage. As a general practice, we make no attempt to link this information with the identity of individuals visiting our sites. If an attempt to damage our site has been detected, we can take further actions.

What happens when you send us personal information online?

You may choose to provide us with personal information such as your name, address, phone number, e-mail address and credit card number, if you wish to:

- subscribe for information (newsletter) online
- fill out an event, volunteer, or alumni association registration form online

When you visit Skills Ontario's website, any personal information you provide will be used to respond to your message and/or provide you with the requested service or product.

At the time the information is collected, you will be informed of the specific purpose for which it is being collected.

Skills Ontario protects personal information that it collects and adheres to all legislative requirements for protecting privacy. Skills Ontario does not rent, sell, or trade the personal information in its possession.

Who can I contact for further information?

Questions or comments regarding these practices or the administration of the *Freedom of Information and Protection of Privacy Act* (FIPPA) for Skills Ontario, may be directed to the Manager of Communications, by e-mailing info@skillsontarioc.com or calling 519-749-9899 or writing to:

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