

SAMPLE WEBSITE PRIVACY STATEMENTS

Following are sample privacy statements that can be used on a website. Sections highlighte in red should be reviewed and modified as necessary. A browser search for “website privacy statements” will provide more samples.

Please note that these are samples only. To be sure you have the appropriate privacy statements for your business site, you should seek professional legal advice.

The page that contains your privacy statement should be linked in the footer on every page of your site. The statement should also be linked to any sign-up forms for reference so users are aware of what they are agreeing to by providing their information to you. In the samples below, sections highlighted in red require the addition of your information or review to ensure that they match your website settings and set up.

GENERAL ELECTRONIC COMMUNICATIONS

When you visit our website or send e-mails to us, you are communicating with us electronically. You consent to receive communications from us electronically. We will communicate with you by e-mail or by posting notices on this site. You agree that all agreements, notices, disclosures and other communications that we provide to you electronically satisfy any legal requirement that such communications be in writing.

USER RESPONSIBILITIES

If you use this site, you are responsible for maintaining the confidentiality of your account and password and for restricting access to your computer, and you agree to accept responsibility for all activities that occur under your account or password. If you are under legal age, you may use our website only with involvement of a parent or guardian. [Your business name] (“Site Operator”) and its associates reserve the right to refuse service, terminate accounts, remove or edit content, or cancel orders in their sole discretion.

USER DATA

For Websites with Customer Accounts

If you have an account and you log in to this site, we will set a temporary cookie to determine if your browser accepts cookies. This cookie contains no personal data and is discarded when you close your browser. When you log in, we will also set up several cookies to save your log-in information and your screen display choices. Login cookies last for two days, and screen options cookies last for a year. If you select “Remember Me,” your login will persist for two weeks. If you log out of your account, the login cookies will be removed.

For Websites without Customer Accounts

When visitors leave comments on our site we collect the data shown in the comments form, and also the visitor’s IP address and browser user agent string to help spam detection. An anonymized string created from your email address (also called a hash) may be provided to the Gravatar service to see if you are using it. The Gravatar service privacy policy is available here: <https://automattic.com/privacy/>. After approval of your comment, your profile picture is visible to the public in the context of your comment.

If you leave a comment on our site you may opt-in to saving your name, email address and website in cookies. These are for your convenience so you do not have to fill in your details again when you leave another comment. These cookies will last for one year.

For Websites with Social Users

If you edit or publish an article on this site, an additional cookie will be saved in your browser. This cookie includes no personal data and simply indicates the post ID of the article you just edited. It expires after 1 day.

Embedded content from other websites

Articles on this site may include embedded content (e.g., videos, images, articles, etc.). Embedded content from other websites behaves in the exact same way as if the visitor has visited the other website. These websites may collect data about you, use cookies, embed additional third-party tracking, and monitor your interaction with that embedded content, including tracing your interaction with the embedded content if you have an account and are logged in to that website.

How long we retain your data

If you leave a comment, the comment and its metadata are retained indefinitely. This is so we can recognize and approve any follow-up comments automatically instead of holding them in a moderation queue.

For users that register on our website (if any), we also store the personal information they provide in their user profile. All users can see, edit, or delete their personal information at any time (except they cannot change their username). Website administrators can also see and edit that information.

Analytics

We use Google Analytics, and data is collected for the purpose of analysis of traffic and visitor patterns. This data is shared with third parties for the purpose of analysis only.

What rights you have over your data

Canadian privacy laws provide you with the right to access, correct, delete and limit processing of personal data. If you have an account on this site, or have left comments, you can request to receive an exported file of the personal data we hold about you, including any data you have provided to us. You can also request that we erase any personal data we hold about you. This does not include any data we are obliged to keep for administrative, legal, or security purposes.

How we protect your data

We use standard industry practices for protecting data. These practices have been designed to meet with ISO9000 and other standards. Our offices are in a secure facility that does not allow access by the general public. Only approved visitors are permitted to enter areas where data can be accessed. Our websites and forums are hosted at a secure facility that meets with industry standards for privacy and security.

CONCERNS OR COMPLAINTS

If you have concerns about your data in relation to our website or you feel we have violated your privacy, you have the right to contact our Privacy Officer or notify a supervisory authority.

TO CONTACT US REGARDING PRIVACY AND YOUR DATA, PLEASE MESSAGE OUR DATA CONTROLLER/PRIVACY OFFICER BY CLICKING THIS EMAIL LINK: [\[YOUR EMAIL ADDRESS HERE\]](#)