

## **Policy for use of Canadian Yearly Meeting (CYM) Web Site**

The purpose of the CYM Web site is to make information available to both Quakers and enquirers about the life (spiritual testimonies and traditions, social witness and other activities, structure and operations) of Canadian Yearly Meeting of the Religious Society of Friends (RSoF) In addition to posting information, the Web site also provides links to key individuals and to other relevant sites.

The CYM Web site, [www.quaker.ca](http://www.quaker.ca), is minded by Home Mission and Advancement Committee. Its Web Oversight Committee (WOC) is the managing body for CYM's Internet resources, and reports back to HMAC. The WOC also provides direction to and oversight of the Internet Resources Manager, who is responsible for the day to day operation of all of CYM's Internet resources, including the web site, the domain name(s), email accounts and electronic discussion lists.

HMAC has responsibility for approval of all Web site content. HMAC has approved the following policy regarding Web site content, and therefore may choose to refuse the posting of material which is not in keeping with this policy.

### **Web Content Policy**

Material submitted should be in keeping with Friends' beliefs and practices.

Material should be in keeping with the purpose of the Web site.

Material serving the personal or business interests of Friends will not be accepted at the present time.

### **Privacy Policy**

CYM is committed to protecting the privacy of all who use the CYM Web Site .CYM prohibits the use of names , addresses, email addresses , phone numbers and fax numbers for soliciting , canvassing, or bulk mailing or other commercial purposes .

All original material, Records and Archives and minutes of The RSoF in Canada are the Property of CYM and may not be reproduced in whole or in part without the written permission of CYM . *Monthly Meetings also own their own records and archives. We will obtain permission and acknowledge content from all sources. We will take immediate steps to remedy any unacknowledged material brought to our attention.*

### **Personal Information**

Information that passes over the internet can not be guaranteed to be maintained secure, confidential or private.

Users should keep this in mind when engaging in on line Response Forms, e-mail discussion lists, Web-based Discussion Forums, Registration Forms and similar. In some cases we do require certain information to process registrations / bookings etc. This may include your name, contact information (address, telephone number, and/or email address).

We never disclose information about a guest / user to any other person or organization unless there is an emergency situation that requires it, or we are legally required to do so.

## **Site Tracking**

We use tracking software to monitor traffic patterns and site usage to help us develop content and layout of the site to better meet the needs of users or guests. This information is not shared with any other organization or individual. We do not partner with or have relationships with any ad server companies.

We collect only the referring Internet address (URL) of visitors to our Web pages, and aggregated information on the number of times individual pages are accessed. This data is not associated with any particular user.

Our site tracking software may place electronic images known as Web beacons - sometimes called single-pixel gifs - that allow us to count users who have visited those pages. Web beacons are not used to access Personal Information; they are a technique used to compile aggregated statistics about site usage.

## **Cookies**

We may use cookies to store visitor information to enable us to remember your IP address, for example, so that you won't have to re-enter it each time you make a booking. A cookie is a small text file, which often includes an anonymous unique identifier, that is sent to the user's web browser from a web site's computers and is stored on the user's computer's hard drive. Cookies cannot be used to run programs or deliver viruses to a user's computer.

## **Security**

We use 128-bit industry-standard SSL encryption technology when transferring and receiving information exchanged with our site on pages accessed via the https:// protocol (indicated by the familiar "padlock" symbol on the user's browser. Any pages not showing this symbol do not use secure technologies. We have appropriate security measures in place in our physical facilities to protect against the loss, misuse or alteration of information that we have collected from *the user* at our site.

## **Links To Other Sites And Advertisements**

Our web site contains links to other websites. While we try to link only to sites and services that share our values, standards and respect for privacy, users should understand that we not responsible for the content of, or the privacy practices employed by, other companies or websites.

FIRST DRAFT: Mel Earley, March 21, 2006

Comments by Bruce Dienes, April 1, 2006.

Final Draft: Mel Earley, April 5, 2006.