

## **PRIVACY POLICY**

### **POLICY STATEMENT**

Glenbow College is committed to providing our visitors with a website that respects their privacy. Here below you will find a quick reference to our privacy policy and practices on our website.

Glenbow College business related information is managed in agreement with legal, regulatory, and ethical obligations. Information management methods are routinely assessed and, when needed, modified to ensure continued compliance to legal, regulatory, and ethical obligations and to the College's strategic business goals and objectives.

### **PURPOSE**

The purpose of this policy is to make aware the importance of privacy of Glenbow College website visitors and those who contact us through this website.

### **SCOPE**

This policy relates to College community members including Glenbow College Board, employees, contractors, and students and all visiting Glenbow College website.

### **PRINCIPLE**

#### **Links to Other Websites:**

This site contains links to other sites. We encourage you to read the privacy policy of each site that you visit before proceeding further. Glenbow College is not responsible for the content and the privacy practices of other sites.

#### **Cookies:**

“Cookies” are small text files that almost all the websites uses to store certain information on your computer. Cookies contain information about you and your preferences (e.g., a record of which pages within the site you visited) to help the site tailor for you the next time you visit. Only the information that you provide, or the selections you make while visiting a website, can be stored in a cookie.

Allowing a website to generate a cookie does not give that or any other site access to the rest of your computer, and only the site that created the cookie can read it. Cookies can be enabled/disabled by selecting Tools -> Internet Options. Select the Security tab and then select Custom Level. The cookie settings will be displayed in the Security Settings dialog box. This may change for different operating systems (OS).

### **Personal Information Collected Through This Website**

We do not automatically gather any personal information from you. If you send us e-mail or use our feedback form to contact us, you will be providing us with some personal information such as your name, e-mail and perhaps information about your personal situations. This information is only used to process and respond to your question or comment, and is collected in agreement with the Alberta Freedom of Information and Protection of Privacy Act (the FOIP Act). This information is not disclosed except to authorized personnel who need it to answer your question.

Glenbow College is subject to and in full compliance of the [Alberta government's Freedom of Information and Protection of Privacy Act](#).

### **COMPLIANCE**

All the Glenbow College employees, short/long term contractors, instructors and current students/learns are responsible of making themselves aware of the College procedures and policies.

### **CONTACT**

Glenbow Educational Services Ltd./Glenbow College  
[www.glenbowcollege.ca](http://www.glenbowcollege.ca)

### **REVISIONS:**

Only the Glenbow College Board can make exceptions/revision to this and any procedure and policy.

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