## **Privacy Policy for Motor Maids, Inc.**

This website is owned and operated by Motor Maids, Inc. Your privacy is important to us. We will take every measure possible to ensure that all personal information collected is kept private. If you have any questions, concerns or complaints about our Privacy Policy please contact:

Motor Maids, Inc.
PO Box 570, Goshen OHIO 45122-0570
905-431-4071
website-manager@motormaidsinc.org

#### **Collection of Information**

Motor Maids, Inc. only collects the information through this website that you provide us with, and only for the purposes of making connections initiated by you. This information may be collected through mail and email correspondence, telephone conversations, or filling out forms on our website. Again, this information is only collected voluntarily when you provide us with information about yourself. The accuracy and content collected is solely contingent upon what you voluntarily provide to us.

## **Usage of Information**

The information collected by Motor Maids, Inc. will be used solely for the purposes of carrying on ordinary organizational conduct, as requested and authorized by you. We will not send or deliver any unsolicited communications or communications outside of the reasonably prudent conduct of our organizational relationship. The information we collect will be used to create member profiles for our records only, to be used during the course of our organizational dealings.

We do not disclose, reveal, share or otherwise disseminate any personally identifiable details about yourself to any third parties. We will only do so if required to do so by law or within the course of legal undertakings.

# **Data Security**

Motor Maids, Inc. is committed to the security of your personal information that we may collect online or offline. We have taken reasonable precautions to protect this personal information from loss, misuse or alteration. Any third parties who may have roles in

managing such information on behalf of our company are also committed to the same principles.

## **Monitoring Web Site Traffic**

Like most web servers on the Internet, our hosting servers maintain access logs that record web browser activity. These logs associate an Internet Protocol (IP) address with each request for content from the servers.

Often this IP address is the address assigned to a visitor's personal computer. (This IP address may be temporarily or permanently assigned to an individual computer by an Internet Service Provider or by a business's own network administrators). Alternatively, this IP address may represent the network gateway of an Internet Service Provider or business network, rather than an individual computer.

Server logs, including these IP addresses, are used by Motor Maids, Inc. to analyze web traffic. Data from these logs help us to understand what information and services are of most interest to visitors in order for us to market ourselves as beneficially as possible.

In the case of abuse of our website, we may report the IP address of a suspected abuser to the appropriate law enforcement authorities.

#### Use of 'Cookies'

Our web hosting servers are able to use "cookie" technology to keep track of the browsers with which they are communicating. During a cookie transaction, a web server will hand a browser some data prescribed by the website's developers. The browser will return that data with its next request for content from the website. Using this technology, it is possible for an application running on a web server to distinguish one web browser's activity from another.

The Motor Maids, Inc. website will make use of such cookies when required to identify ongoing sessions with individual online visitors. This includes associating a particular visitor with his or her own "shopping basket"; allowing online purchases or payments; preventing abuse of online surveys and questionnaires; and providing customized content and user-interface features to visitors who have specifically requested such services.

## **Tracking Technologies**

Web analytics is the collection, analysis, measurement and reporting of data about web traffic and website visits for the purposes of understanding and optimizing website usage. We carry out web analytics to help determine how we can improve our website to better serve our customers.

In particular, we track certain types of information during website visits including the following:

- the IP address of the device that contacted the site (which is not stored or retained in a format that can be used to identify you);
- the type of browser used;
- the type of operating system used;
- the date and time of the visit; and
- the pages visited and documents downloaded.

For the purposes of the Privacy Act, we treat this information as personal information.

We may also use the personal information collected for non-administrative uses, such as statistics, audits and evaluations, research, planning, and reporting. We never use this personal information for decision-making processes concerning you or to profile individual visitors to our website.

We carry out web analytics using services from the third-party service provider Google Inc. (Google Analytics). This service provider is based in the United States, which means that the personal information collected in Canada is transmitted outside of Canada and may be subject to U.S. laws, including the USA Patriot Act. In addition, Google operates servers in other countries on which it may process the web analytics data. Consequently, the data may be subject to the governing legislation of those jurisdictions.

For more information about the privacy policies of these service providers, please visit their individual websites or go to Google Privacy and Terms.

To track visits to our website for web analytics, Google Analytics requires the use of digital markers ("sessions" and "persistent cookies") to collect standard Internet log information and to track visitor behaviour information in an anonymous form. The information generated by the cookies about your use of the website (including your IP address, truncated to ensure your anonymity) is transmitted to Google. No personally identifying information is recorded or provided to Google.

If you wish, you may opt out of having your visit tracked by doing one of the following:

- changing your browser settings to refuse cookies;
- disabling JavaScript within your browser; or
- downloading and installing a browser add-on from Google that prevents your visit data from being used.

#### **Links to Other Web Sites**

This website may contain links to other websites. Motor Maids, Inc. is not responsible for the privacy practices of those other sites, nor do we endorse the materials presented there. We encourage all visitors to review each site's privacy policy upon arrival and before disclosing any personally identifiable information.

### Acceptance

By accessing any of the pages within Motor Maids, Inc. website, you signify your acceptance of our Privacy Policy. If you do not agree to this policy, please do not use our website. Also, your continued use of our site following the posting of changes to these terms will mean that you accept those changes.

## Joining our e-mail list

The manner in which your consent is granted may vary depending on the sensitivity of the information that you are providing to us. Where the information is less sensitive, implied consent will be considered appropriate.