



**LukesPlaceTraining.ca**

## **Privacy, terms and conditions**

*November 2018*

This website ([LukesPlaceTraining.ca](http://LukesPlaceTraining.ca)) is owned and operated by Luke's Place Support & Resource Centre for Women & Children ([Luke's Place.ca](http://Luke's Place.ca)).

Please read these terms and conditions carefully before using our website. By using this website, you agree to them.

### **Privacy**

The information we collect

Your account with this website attaches your name, username and email to your activities on the site. For this reason, it is very important that you not share your account with others as their activities will be assumed to be yours.

Our website uses cookies – very small software programs – to make your experience of the website as efficient as possible and to let us know how the site is used. Like most other websites, our cookies collect your IP address (general location and service provider) and the ID number associated with your device.

Why we collect this information and what we do with it

We require that everyone accessing this website have a personalized account. This allows us to filter access to specific areas so that we can try to create as safe an online space as possible for our users and their clients.

Your activities on the site are associated with your personalized account. This enables you to post to forums and retain a record of what you have already looked and done on the site. It also allows you to share a profile description with others enrolled in the same section of (or course on) the website. (If you leave the profile description blank, others will see nothing.)

We do not use this information to monitor specific individuals but rather to track general trends in website activity. This helps us know what content is important to our users and how to make the site easier to use. It also helps us to prepare when we deliver in-person training.

When we are required to report to our funders about our website, we never include any personalized information about individual visitors.

We will not rent or sell any information we gather through this website. We will not share any personal information we have collected with any third parties for any reason except when required by law.

### Funder access

In some projects, staff of funding organizations request access to visit specific areas of the site that they have funded. When they do, they can see postings to forums but no other personalized information on individual users, such as quiz results.

### Our commitment

Security of your personal information is very important to us.

Our commitment to your privacy affects the services we use to run this website. We have selected a secure website hosting company and plan. We do not use Google Analytics or other services that collect information about our individual users.

### Third party services

To help run this website, we try to select other -- "third-party" -- services that are trustworthy and reliable.

But Luke's Place cannot be held responsible for what these third-parties do with data related to this website. This includes internet service providers who may provide user information to governing authorities without notifying us or you.

### Accuracy of information

Luke's Place, its directors, officers, employees, consultants or volunteers are not liable for losses or damages of any type resulting from the use of LukesPlaceTraining.ca or from errors, omissions, inaccuracies or misleading information contained on this website.

Please download our [disclaimer](#) for more information.

## Copyright

The material on this site is covered by the *Copyright Act*, by Canadian laws, policies, regulations and international agreements.

The material on our site, including the artwork, graphics, text and the Luke's Place trademarks, are the property of Luke's Place unless otherwise stated.

You cannot reproduce our content or images without our permission.

## Other websites

This website contains links to other websites. These links are provided to make it easy for you to get more information. By providing a link, we are not endorsing the contents of these third-party websites.

Luke's Place is not responsible for any content you find on these linked websites. Those linked websites are the responsibility of the organizations that maintain them.

While Luke's Place encourages users of the forums to share relevant information with other forum participants, including links to applicable websites, we are not responsible for the content of these sites.

## Updates

Our terms and conditions may be revised from time to time. We will notify visitors of changes on the homepage of this website. If you continue to use our site after we post changes to these terms and conditions, it will mean that you accept those changes too.

## Questions, comments and permissions

If you have any questions or comments about these terms and conditions, or if you are seeking permission to reproduce part of this website, please contact us by e-mail at [admin@lukesplace.ca](mailto:admin@lukesplace.ca).