

Privacy Statement

This Privacy Statement is for this website, www.mymetroworks.ca, and MetroWorks Employment Association. It governs the privacy of its users who choose to use it.

The Privacy Statement sets out the different areas where user privacy is concerned and outlines the obligations & requirements of the users, the website and website owners. Furthermore, the way this website processes, stores and protects user data and information will be detailed within the Privacy Statement.

The Website

This website and its owners take a proactive approach to user privacy and take the necessary steps to protect the privacy of its users throughout their visiting experience. This website complies with all Canadian laws and requirements for user privacy.

Use of Cookies

This website uses cookies to enhance user experience while visiting the website. Where applicable, this website uses a cookie control system allowing the user on their first visit to the website to allow or disallow the use of cookies on their computer/device. This complies with legislation requirements for websites to obtain explicit consent from users before leaving behind or reading files such as cookies on a user's computer/device.

Cookies are small files saved to the user's hard drive that track, save and store information about the user's interactions and website usage. This allows the website to provide the users with a tailored experience within this website through its server. Users are advised that if they wish to deny the use and saving cookies from this website onto their computer's hard drive, they should take necessary steps within their web browser's security settings to block all cookies from this website and its external serving vendors. This website uses tracking software to monitor its visitors to understand better how they use it. This software is provided by Google Analytics which uses cookies to track visitor usage. The software will save a cookie to your computer's hard drive to track and monitor your engagement and usage of the website but will not store, save or collect personal information. You can read Google's privacy policy here for further details at www.google.com/policies/privacy.

Contact & Communication

Users contacting this website or its owners do so at their discretion and provide any personal details requested at their own risk. Your personal information is kept private and stored securely until it is no longer required or has no use. Every effort has been made to

ensure a safe and secure form to the email submission process. We wish to remind users that when using the form to email processes, you do so at your own risk.

This website and its owners use any information submitted to provide you with further information about our products and services. We also use the information to assist you in answering any questions or queries you may have submitted. This includes using your details to subscribe to any email newsletter program. This is by not an entire list of your user rights regarding receiving email marketing material. **Your details are not passed on to any third parties.**

Email Newsletters

This website is developing an email newsletter program, which we will use used to inform subscribers about products and services we offer. Users will be able to subscribe through an online automated process should they wish to do so but do so at their discretion. Some subscriptions may be manually processed through prior written agreements with the user. Subscriptions are taken in compliance with Canadian Spam Laws detailed in the Personal Information Protection and Electronic Documents Act (PIPEDA). No personal details are passed on to third parties nor shared with companies/people outside of the company that operates this website. Under the Personal Information Protection and Electronic Documents Act (PIPEDA), you may request a copy of personal information held about you by this website's email newsletter program. If you would like a copy of the information held on you, please write to the business address at the bottom of this policy.

Email marketing campaigns published by this website or its owners may contain tracking facilities within the actual email. Subscriber activity is tracked and stored in a database for future analysis and evaluation. Such tracked activity may include; the opening of emails, forwarding of emails, the clicking of links within the email content, times, dates and frequency of activity. This information helps us to refine future email campaigns and supply the user with more relevant content based on their activity. In compliance with Personal Information Protection and Electronic Documents Act (PIPEDA), subscribers may unsubscribe at any time through an automated system. This process is detailed at the footer of each email campaign. If an automated un-subscription system is unavailable, clear instructions on how to unsubscribe will be detailed instead.

External Links

Although this website may include quality, safe and relevant external links, users should be cautious before clicking any external web links mentioned throughout this website. (External links are clickable text/banner/image links to other websites. The owners of this website cannot guarantee or verify the contents of any externally linked website despite their best efforts. Therefore, users click on external links at their own risk and this website and its owners cannot be held liable for any damages or implications caused by visiting any external links mentioned.

Social Media Platforms

Communication, engagement and actions taken through external social media platforms that this website and its owners participate in are custom to the terms and conditions and the privacy policies held with each social media platform, respectively. Users are advised to

use social media platforms wisely and communicate/engage with them using due care and caution regarding their privacy and personal details. This website nor its owners will ever ask for personal or sensitive information through social media platforms. We encourage users wishing to discuss sensitive details to contact them through our primary communication channels, telephone. This website may use social sharing buttons that help share web content directly from web pages to the social media platform in question. Users are advised before using such social sharing buttons that they do so at their discretion. Please note that the social media platform may track and save your request to share a web page respectively, through your social media platform account.

Shortened Links in Social Media

This website and its owners may share web links to relevant web pages through our social media platform accounts. By default, some social media platforms shorten lengthy URLs (this is an example: <http://bit.ly/zyVUBo>). Users are advised to take caution and good judgement before clicking any shortened URLs published on social media platforms by this website and its owners. Despite our best efforts to ensure only genuine URLs are published, many social media platforms are prone to spam and hacking. Therefore this website and its owners cannot be held liable for any damages or implications caused by visiting any shortened links.

This website is owned and operated by
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