



# My Coda Privacy Policy

## Commitment to Protecting your Privacy

As the Operators of the My Coda Website, we are providing this Website as a public service to our users. We are committed to providing you with great customer service and do our best to treat you fairly and with respect. Our goal is to provide you with the information, resources, and services that will be relevant and helpful in planning for the later stages of life. Your privacy is important to us. Protecting your privacy and the confidentiality of your personal information is a keystone to our relationship with you, and your trust in us - our most valuable asset.

This Privacy Policy describes the conditions under which the web site is available to you and clarifies our practices that help protect your privacy and keep your personal information safe and secure. We strongly encourage you to read through this Privacy Policy carefully.

We may change this Privacy Policy at any time. If we do, we will post the revised policy on our website. If you do not accept the terms of the Privacy Policy, you are directed to discontinue accessing or otherwise using the web site or any checklists or resources obtained from it.

## Sites Covered by this Privacy Policy

This Privacy Policy applies to all the domains, information portals, and checklists that may be maintained by this Website.

## Children's Privacy

The Operators are committed to protecting the privacy needs of children, and we encourage parents and guardians to take an active role in their children's online activities and interests. The Operators do not intentionally collect information from minors, and the Operators do not target this Website to children.

## Links to Other Websites

Our websites may contain links to other websites that may have online information practices different from ours. We are not responsible for the privacy, content, and security practices of those websites. If Users make use of any links, the Operators encourage Users to learn about the privacy and security practices of those websites.

## Collecting and Using Personal Information



The term "personal information" means individual and particular details about you that you provide to us or we obtain as a result of the products and services you use.

The Operators may use personal information to provide services that support the activities of the Operators' members and their collaboration on the Operator's standards and projects. When accessing the Operator's members-only web pages, the User's personal User information may be tracked by the Operators in order to support collaboration, ensure authorized access, and enable communication between members.

The Operators will limit the information we collect to what we need for those purposes. The Operators will also obtain the User's consent if the Operators wish to use the User's information for any other purpose and before collecting information from third parties.

The Users may refuse or withdraw consent for the Operators to use the User's information. If chosen, the Operators will respect and record the choices of the User. We will advise the User if their choices impact the Operator's ability to serve the User as a customer.

The Operators ask for the User's personal information to establish and serve the Users as customers.

### Sharing Personal Information

The Operators use personal information to gain a better understanding of your needs, interests, and preferences. We will use this information to improve the experience and content available on the site and will take reasonable steps to maintain the security of this information. The Operators may share the Users information with a third party with your consent, for purposes that we will identify to the Users in advance. In addition, we may share your information in the following situations:

1. For customer service purposes – With your consent, we give limited information as needed to our service providers who provide goods and services to you on our behalf, or who perform support services on our behalf. All of our service providers, as part of their agreements with us, are bound to conform to our privacy standards and to maintain your confidentiality in a manner consistent with this policy and may not use your information for any unauthorized purpose. We have the right to audit these service providers for compliance. Our service providers are located throughout Canada and the United States and are subject to legal requirements in their jurisdictions, such as lawful requirements to disclose personal information to government authorities in those countries.
2. **If you do not want your personal information collected and used by the MyCoda Website, please do not visit the Website or create an account by providing personal login information.**

### Protecting Personal Information



The Operators restrict access to the User's information to authorized employees and service providers with legitimate business purposes. These business purposes may include information on products or services the Users have applied for.

The Operators maintain physical, electronic, and procedural safeguards. The Operators provide training and communication programs to educate employees about the meaning and requirements of strict standards for data security and confidentiality.

All of the Operator's service providers, as part of their agreements with the Operators, are bound to maintain confidentiality and may not use the User's information for any unauthorized purpose.

When the User's information is no longer needed for the purposes explained to the User and following applicable retention periods, the Operators have procedures to destroy, delete, erase, or convert your personal information to an anonymous form.

The Operators may process and store your information in a foreign country; as a result, the User's information may be subject to laws of that country.

## Collecting and Using Non-Personal Information

This Website may collect and analyze non-personal information to evaluate how Users use this Website and its tools. Non-personal information gathering focuses on data that is not directly associated with a specific personal identity.

## Aggregate Information

This Website may gather aggregate information, which refers to information your computer automatically provides that cannot be tied back to you as a specific individual. Examples include referral data, the pages viewed, time spent at this Website and Internet Protocol (IP) addresses. An IP address is a number that is automatically assigned to your computer whenever you access the Internet. For example, when you request a page from our site, our servers log your IP address to create an aggregate report on user demographics and traffic patterns and for purposes of system administration.

## Log Files

When Users download a file, such as the checklists, the Operators may store data about that event and your IP address in a log file. This Website may use this information to analyze trends, administer the web site, track users' movements, and gather broad demographic information for aggregate use or other business purposes.

## Cookies



Persistent cookies may be used on our websites. Cookies are pieces of information or data, sent to your browser from a web server and stored on your computer's hard drive for record-keeping purposes, or for personalization of certain aspects of your visit to our website. Information gathered from cookies is generally used on an aggregate basis. If you prefer not to accept cookies, the help portion of the toolbar on most web browsers will tell you how to prevent your browser from accepting new cookies, how to have the browser notify you when you receive a new cookie, or how to disable cookies altogether. However, disabling cookies may result in certain parts of the website not operating correctly or prevent you from taking full advantage of some of the features of our website.

## Electronic Communication and Website Usage

### Email and Contacting us Through our Website

The Operators recognize that unencrypted email is not secure. An email message could be accessed and viewed by others without the User's knowledge or consent while in transit to the Operators. The Operators strongly recommend that Users not include sensitive or confidential information in an unencrypted email.

The Operators make efforts to protect User personal information using security measures appropriate to the sensitivity of the information that you provide or access through our websites. However, because no data transmission over the Internet can be guaranteed to be perfectly secured, any personal information the User submits to the Operators or access electronically is done at the User's own risk, and the Operators do not guarantee or warrant the security of information transmitted in this manner.

### Opting Out

If the User prefers not to receive any surveys, newsletters, or updates from this Website, the User may opt out by following the directions provided within the newsletters, surveys, or updates. If the User has any questions or concerns regarding this privacy policy, please contact the Operators.

### Contact us – Addressing your Requests

The Operators are committed to keeping the personal information of our members accurate. In order to do this, please email the Operators a request at [privacy@planmycoda.com](mailto:privacy@planmycoda.com).