

Privacy Policy

AHRC is protecting your privacy

The Aboriginal Human Resource Council (AHRC), formed in 1998, is a national public-private, not-for-profit organization with a mandate to advance the full participation of Aboriginal people in [Canada's labour market](#) on a national level. The council has earned a national reputation for service excellence and human resource innovation through the programs, products, services, and projects it has developed with the help of many partners.

In 2007, we formed a charitable arm to support initiatives that will advance workplace training and employment opportunities for Aboriginal people. Funds donated to the charitable foundation offer tax benefit opportunities to the donor.

Our clients and stakeholders have come to rely on our flexible programming and ability to help them make connections, build partnerships, and find solutions to accelerate their diversity agenda, and strengthen the socio-economic fabric of Canada through an advanced Aboriginal workforce.

AHRC's Protection of Personal Information Principles was created to ensure we preserve the confidentiality, accuracy and security of your personal information. These principles guide us in the collection, use, retention and disclosure of your personal information in all of our AHRC websites and services: "Aboriginal Human Resource Council", "aboriginalhr.ca", "AHRC", "WorkforceConnex", "Inclusion Network", "MAI", "Mastering Aboriginal Inclusion" and "Guiding Circles".

What is Personal Information?

Personal information means any information about an identifiable individual. This includes information such as your name, address, telephone number, birth date, purchase information or e-mail address. As a customer, you provide AHRC with this information in a variety of ways. In every case, AHRC adheres to strict guidelines when dealing with your personal information.

Collecting your Personal Information

- When you provide AHRC with personal information, we inform you as to why we are collecting it.
- AHRC obtains your consent for the collection of your personal information. In some instances, where the purpose for collection is obvious, your consent is implied.
- AHRC asks for your permission to collect additional information that may be useful in serving you in the future.

Using and Disclosing your Personal Information

- AHRC only uses and discloses your personal information for the marketing purposes identified to you when your consent was obtained.

- AHRC does not provide your personal information for marketing purposes of other organizations without your consent.
- You can withdraw your consent for the use of your personal information at any time, subject to legal restrictions and upon reasonable notice to AHRC. We will let you know of the implications of withdrawing your consent. Information may be retained by AHRC for audit or archival purposes.

Maintaining and Safeguarding your Personal Information

- AHRC strives to ensure that our security measures protect against loss, theft and unauthorized access, disclosure, use or modification of your personal information.
- AHRC limits access to your personal information to those AHRC associates who may need it for use in accordance with AHRC's established privacy principles.
- AHRC associates sign an annual Code of Conduct, which requires them to keep your personal information confidential and comply with our security standards.
- AHRC keeps your information for as long as necessary and in order to service you better.

You are Entitled to Access your Personal Information

- If you request access to your personal information, AHRC responds to your request within 30 days.
- There is no cost for reasonable requests unless you require copies of records. AHRC advises you of the cost, if any, prior to copying those records.
- AHRC may not be able to provide you with access to your personal information where the information cannot be separated from the records of others, cannot be disclosed for reasons of security or commercial confidentiality, or is protected by legal privilege.

How to Contact the AHRC Privacy Office

If you have any questions, concerns or complaints about privacy at AHRC, or if you would like to withdraw your consent for the use of your personal information, or to obtain a copy of our Protection of Personal Information Principles, contact the AHRC Privacy Office at:

AHRC Privacy Office
708 - 2nd Avenue North
Saskatoon, SK S7K 2E1
1-866-711-5091

Frequently Asked Questions

1. **Q:** What is "personal information"?

A: "Personal information" is any information about an identifiable individual. This includes information such as a person's name, address and home phone number.

2. **Q:** Do I have to give AHRC my personal information in order to conduct business with AHRC?

A: There are several instances where you are required to give us your personal information for operational and/or administrative purposes. For example, we require your personal information in order to manage your AHRC account, deliver an item to you that you may have purchased, or maintain our e-Newsletter registry. Giving us your personal information for these kinds of *primary* operational purposes is necessary to obtain certain products and services from AHRC.

However, agreeing to the use of your personal information for additional *secondary* marketing purposes is entirely up to you. You may contact our Privacy Office at any time to request that we not use your personal information for marketing purposes.

3. **Q:** What are the differences between primary and secondary purposes of personal information collection?

A: *Primary* purposes are those purposes that are operational and are absolutely necessary for AHRC to be able to provide the products and/or services that you request from us. For example, a primary purpose for our collecting your address may be to ensure we can successfully deliver to your place of business an item you may have purchased.

Secondary purposes are any purposes that are over and above the primary/operational purposes, like sending you communications that may include notifications of promotions, special events, satisfaction surveys etc.

4. **Q:** Will I be advised of the collection purposes prior to giving my consent?

A: Yes. When you fill out an AHRC form that asks for your personal information (e.g. credit card form, donation form, etc.) there is a privacy notice that outlines both our *primary* and *secondary* purposes for collecting your information.

5. **Q:** Why is it important to keep AHRC up to date with regards to my personal information?

A: Keeping your personal information as accurate and up-to-date as possible ensures that you will get the best possible information and service offerings from AHRC.

6. **Q:** What are my opt-out choices?

A: You can opt-out of receiving communications via specific contact channels. For example, you can choose to no longer receive marketing-related phone calls, but you may choose to continue receiving notification of sales and exclusive offers in the mail. You cannot restrict your communications to specific programs. Contact our Privacy Office for more details on your opt-out choices.

7. **Q:** If I opt-out, how long will it take to stop receiving marketing materials after I contact you?

A: Many will stop immediately or within days, while others may take longer.

8. **Q:** May I review the personal information AHRC has about me? Can I obtain copies of that information?

A: Yes. You can review the personal information we have about you on file by contacting our Privacy Office. There is no cost for reasonable requests for access to your personal information, but there may be a fee to supply you with copies of records. We will advise you of the fee, if any, at the time of your request.

Website Privacy Information

This website is owned and operated by Aboriginal Human Resource Council in conjunction with its subsidiaries and their affiliates (collectively referred to herein as "AHRC").

Use of your Personal Information Collected through eNewsletter Subscriptions

The information provided by you to subscribe to the AHRC eNewsletter is collected by Aboriginal Human Resource Council (collectively, "AHRC") to deliver the AHRC eNewsletter to your email address and maintain the accuracy of your information. If you wish to unsubscribe from our eNewsletter, please click the "unsubscribe" option that appears at the bottom of every eNewsletter. If you wish to obtain more information on AHRC's Privacy Policy, please contact the AHRC Privacy Office.

Use of your Personal Information Collected through Transactions on this Website

The information provided by you to make a purchase on aboriginalhr.ca, workforceconnex.com, is collected by Aboriginal Human Resource Council (collectively, "AHRC") to process your online transaction, ship your item(s), administer our post-purchase survey and maintain the accuracy of your information. In order to protect you and AHRC from fraudulent transactions, AHRC may provide your transaction-related information to a reputable third party organization to perform an address verification. This address verification is intended to ensure that the "bill to" address that you provide matches your credit card address. If you wish to obtain more information on AHRC's Privacy Policy,

please contact the AHRC Privacy Office. You also have the right to request to review the personal information AHRC has about you on file by contacting us, in writing, at the address above.

Security

This website strives to protect your personal information. For security of transactions, we use the Secure Sockets Layer (SSL) protocol, which encrypts any information you send to us electronically. The encryption process protects your information, such as your credit card number, billing and shipping information by scrambling it before it is sent to us from your computer. Once the website receives your transmission, we make commercially reasonable efforts to ensure its security on our system.

Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while this website strives to protect your personal information, we cannot warrant the security of any information you transmit to us, and you do so at your own risk.

Unlawful Activities

This website reserves the right to co-operate with local, provincial, national and international authorities in investigations of improper or unlawful activities and this may require the disclosure of personal information. We may also report to other organizations about improper or unlawful user activities on this website and this reporting may include disclosure of personal information relating to those individuals conducting such improper or unlawful activities.

Cookies

Your web browser places cookie files on your computer's hard drive. This website uses cookies to remember information you gave us so that you don't have to re-enter the information each time you visit this website. Cookies also help us understand which areas of our site are popular by showing us how you and others use our site. For more information about cookies and why they are used, please refer to our cookies page.

Web Beacons

This website uses electronic images called Web beacons, which are single-pixel (1 x1) or clear GIF images placed in the web page code. Web beacons are used for many of the same purposes as cookies, allowing us to understand the effectiveness of our marketing efforts and our site usability. Web beacons collect non-personally identifiable information on user traffic patterns, which we then analyze to improve the overall user experience on our website.

About Any Other Information you send to this Website

Apart from information relating to shopping orders, Events, Membership or eNewsletters, we do not collect or wish to receive any information or other materials from you through this website that may be considered personal, confidential or proprietary. All information and materials received (other than information concerning shopping orders, Events, Membership or eNewsletters) will be considered to be non-confidential, and you will be deemed to have granted to this website an irrevocable license and

consent to use, copy, display, and distribute such information and materials for any purpose whatsoever. This website will not use your name in connection with such information or materials without your prior consent.