

Website Usage

QUEEN'S
COMMERCE
SOCIETY





INDEX

- 1 Preamble
- 2 Accountability
- 3 Identifying Purpose
- 4 Consent
- 5 Limiting Collection
- 6 Limiting Use, Disclosure and Retention
- 7 Protection of Individual Information
- 8 Accessibility



PREAMBLE

1.1 The privacy of all members' personal information is of the utmost importance to the Commerce Society. All personal information will be kept in the strictest of confidence and will only be used or shared in the manner that the individual consented to.

1.2 All the following Privacy Practices are tailored to comply with the Personal Information Protection and Electronic Documents Act (PIPEDA).

1.3 Personally identifiable information is defined to include: name, address, gender, age, social insurance number, home telephone number, and other information personal or financial in nature.



ACCOUNTABILITY

2.1 The Commerce Society is responsible for all personal information and regularly reviews the aforementioned privacy policies and practices to ensure that they are consistently implemented. Comparable policies concerning the protection of personal information are required of any third parties used to process such information.

2.2 The Chief Information Officer has been assigned as the Commerce Society's Privacy Compliance Partner. Should you have any questions or complaints related to the Privacy Policies and Practices, please contact the current Chief Information Officer.



IDENTIFYING PURPOSE

3.1 The purposes for collecting the personal information will be clearly identified prior to or at the time information is collected. Purposes include:

- what personal information is gathered or obtained from all sources including third parties;
- why the personal information is necessary;
- how the information will be handled and used; and
- when, how and why personal information will be made available to third parties outside of the Commerce Society



CONSENT

4.1 Except in special circumstances, every member's knowledge and consent are required before the Society collects, uses or discloses any personal information. The special circumstances would include during a federal, provincial or foreign legal investigation when that personal information is used for that investigation, or if required by law. Any of the following methods are accepted as consent for the existing use and future collection, use and disclosure of personal information for the identified purpose:

4.1.1 Upon receiving this Privacy Policy document, unless the individual submits a written or oral disagreement and desire to opt-out of any or all terms within the Policy;

4.1.2 Expressed written or oral consent obtained during the initial consultation when the personal information was gathered; or

4.1.3 Individual consent provided by authorized representative (legal guardian or power of attorney). Should the purpose of the use or disclosure of the personal information be different than at the time it was collected, additional written or oral consent will be obtained for its use or disclosure. Consent may be withdrawn at any time. To withdraw consent, please contact the Privacy Compliance Partner. Unless a written notice of withdrawal is received, use of the personal information will continue as originally identified.



LIMITING COLLECTION

5.1 Only the information necessary will be collected. Any additional personal information provided will not be used or disclosed without implicit consent.

Personal information may be gathered from the following sources:

1. From the individual, during a meeting to gather the necessary personal information.
2. From the individual, via contact forms completed on any Society web sites;
3. From bankers, lawyers and other financial service representatives with whom the individual has a relationship and has given consent to provide personal information;
or
4. From past interactions with the Society



LIMITING USE, DISCLOSURE, AND RETENTION

6.1 Personal information is collected, used and disclosed to effectively communicate and provide Society members with the relevant Society services.

Personal information is retained only as long as required to provide the necessary services intended, and for a reasonable length of time thereafter in order to comply with any potential legal or governmental requirements. When destroying personal information, all papers will be shredded and all electronic records will be deleted. Personal Information will be disclosed only under the following circumstances:

1. if the individual requests that the Society provide information to a third party on their behalf;
2. if the Society engages a third party to provide services;
3. where it is necessary to establish or collect payment;
4. if the information is already publicly available.



PROTECTION OF INDIVIDUAL INFO

7.1 Accuracy

The personal information on file will be as accurate and up-to-date as necessary for the identified purposes for which it is to be used. Every effort will be made to update our records as needed, as well as to advise all parties authorized to use the personal information.

7.2 Safeguards

The Society has set strict security safeguards in place to protect personal information in its control, whether in electronic or paper-based format, against loss, theft, unauthorized access, disclosure, copying, use or modification. In situations where personal information is transferred to third parties, any person or organization providing products or services is required to protect confidentiality in a manner consistent with Society's Privacy Policies, or as required by law.

7.3 Openness

Members have the right to know how their personal information is being used and to who it has been disclosed. Updated versions of the Privacy Policies are posted on Society's web site or available in printed form upon request.

7.4 Individual Access

Requests for individual access to personal information should be directed to the Society's Privacy Compliance Partner (Chief Information Officer). The request should state specifically what personal information is needed. Once the request is determined to be authorized, it will be responded to within 45 days. The relevant parties will be notified of any delays.

7.5 Challenging Compliance

Please address any questions or complaint related to the Commerce Society's Privacy Policies Privacy Compliance Partner (The Chief Information Officer). Any additional questions or concerns not addressed can be directed to the office of the Privacy Commissioner of Canada. The contact information will be provided by the Privacy Compliance Partner upon request.

Please direct all inquiries about the Privacy Policies and Practices to the Chief Information Officer.



ACCESSIBILITY

8.1 Text Alternatives

All non-text content intended for the Commerce student body must also be accompanied by alternative text.

8.2 Time Based Media

Any time based media must have the following:

- Audio only alternative
- Video only alternative
- Captions for pre-recorded audio content
- Audio description or media alternative for videos
- Closed captioned

8.3 Adaptability

Information, structure, and relationships that are conveyed through presentation must be programmatically determined or available in text.

8.4 Distinguishability

8.4.1 Color must not be the only medium to convey a message

8.4.2 If any audio on a web page plays automatically for more than 3 seconds, there must be either a mechanism available to stop the audio, or adjust the volume, independent from the overall system volume level.

8.4.3 Any visual presentation of text and images of text must have a contrast ratio of at least 4.5:1. The following are exceptions to this rule

- Large text: Large-scale text and images must have a contrast ratio of 3:1
- Incidental: Text or images that are part of an inactive user interface component, that a pure decoration, or are not visible to the public.
- Logotypes: Text that is part of a logo has no contrast requirement.

8.5 Sufficient Time

For each time limit that is set by content, at least one of the following must be true:

- Turn off: The user is able to turn off the time limit before encountering it
- Adjust: The user is allowed to adjust the time limit before encountering it over a wide range that is at least ten times the length of the default setting
- Extend: The user is warned before time expires and given at least 20 seconds to extend the time limit with a simple action
- Real-time exception: The time limit is a required part of a real-time event (for example, an auction), and no alternative to the time limit is possible



ACCESSIBILITY

- **Essential Exception:** The time limit is essential and extending it would invalidate the activity

8.6 Moving, Blinking, or Scrolling

For any moving, blinking, or scrolling information that (1) starts automatically, (2) lasts more than five seconds, and (3) is presented in parallel with other content, there must be a mechanism for the user to pause, stop, or hide it unless the movement, blinking, or scrolling is a part of an activity where it is essential

8.7 Auto-Updating

For any auto-updating information that (1) starts automatically, (2) lasts more than five seconds, and (3) is presented in parallel with other content, there must be a mechanism for the user to pause, stop, or hide it or to control the frequency of the update unless the auto-updating is part of an activity where it is essential

8.8 Navigation

To ensure all media is easily navigated, it must contain the following

- **Bypass blocks:** A mechanism must be available that allows users to bypass blocks of content that are repeated on multiple web pages
- **Title:** all website pages must include a clear heading
- **Focus order:** If a web page can be navigated sequentially and the navigation sequences affect meaning or operation, focusable component receive focus in an order that preserves meaning and operability
- **Link purpose:** The purpose of each link can be determined from the link text alone or from the link text together with its programmatically determined link context, except where the purpose of the link would be ambiguous to users in general.
- **Multiple ways:** More than one way is available to locate a web page within a set of web pages except where the web page is the result of, or a step in, a process.
- **Headings and labels:** all content must be clearly labelled.
- **Focus visible:** Any keyboard operable user interface has a mode of operation where the keyboard focus indicator is visible.

8.9 Clarity

The default human language of each web page can be programmatically determined.

8.10 Predictability

Changing the setting of any user interface component does not automatically cause a change of context unless the user has been advised of the behavior before using the component

8.11 Input Assistance



ACCESSIBILITY

Labels or instructions are provided when content requires user input.

8.12 Robustness

In content implemented using markup languages, elements have complete start and end tags, elements are nested according to their specifications, elements do not contain duplicate attributes, and any IDs are unique, except where the specifications allow these features. For all user interface components (including but not limited to: form elements, links and components generated by scripts), the name and role can be programmatically determined; states, properties, and values that can be set by the user can be programmatically set; and notification of changes to these items is available to user agents, including assistive technologies.

8.13 Non-compliance

Should a party be unsuccessful in fulfilling the above requirements, they are subject to any of the following consequences at the discretion of the CIO and VPO

- Removal of room-booking privileges
- Website removal
- Restriction from core-fund usage