

#### **Protecting Your Privacy is Our Priority**

Protecting your personal information is an obligation the Fish & Wildlife Compensation Program (FWCP) takes seriously. The FWCP is a partnership between BC Hydro, the Province of BC, Fisheries and Oceans Canada, First Nations and Public Stakeholders. The FWCP funds projects to conserve and enhance fish and wildlife impacted by construction of BC Hydro dams. FWCP provides funding for the purpose of undertaking a project, in accordance with the vision and mission of the FWCP. BC Hydro has been designated by the FWCP to distribute FWCP funding to recipients. Information is collected from funding applicants contains some personal information. The FWCP and BC Hydro holds the personal information it collects in strictest confidence.

FWCP only discloses personal information to third parties involved in the grant review process and to the project team contacts who have access to the grant application itself. FWCP has contracted with SmartSimple Software Incorporated to provide a secure online grant application for use by all FWCP grant applicants.

FWCP operates in accordance with the Electric Tariff regulated by the British Columbia Utilities Commission and in compliance with the Hydro and Power Authority Act. If you have any questions about how your personal information is handled by BC Hydro, acting on behalf of the FWCP, please call the FWCP's Program Manager, Trevor Oussoren at 250-755-7152.

#### What is Considered Personal Information?

Under FOIPPA, personal information includes recorded information about an identifiable individual, such as name, address, phone number, email address and credit card information. Business contact information is not considered "personal" information.

#### What Information We Collect from You

In order to use this web-based grant application system, a user may be asked to first complete a registration and/or login form. During registration/login, a user is required to provide contact information (such as a name and email address). This information is used only to contact the user about the services on our site for which he/she has expressed an interest. It is optional for the user to provide demographic information and unique identifiers, but encouraged so we can provide a more personalized experience on our site.

As part of the grant application, a user may also be asked to provide personal information including, but not limited to, their work experience, credentials, professional fees, WCB#, and mailing address. This information will help FWCP to evaluate your grant application, and/or provide FWCP with information essential to establishing a business relationship with you.

Keep your user ID and password confidential. Never provide your password, personal information numbers or login information via email. We will not ask you for your password via email except in response to an email you have sent to us. If you receive an unsolicited email asking for your password please <u>contact us</u>.

Revised October 12<sup>th</sup>, 2016



Please also note that when you send us electronic mail, we collect your email address, your internet IP address and your message so that we may reply to you. We recommend that sensitive personal information not be sent unencrypted over the Internet or by e-mail.

Information provided in your grant application, will be reviewed by FWCP staff, technical reviewers, members of our First Nations' Working Group (Peace Region only), and members of the applicable regional Boards. By submitting your grant application, you consent to disclosing your grant application, and the information therein, to non-BC Hydro reviewers as outlined.

In addition, when you visit our website, the web server collects a small amount of information to facilitate the operation and security of our website. This information may include browser type, Internet domain name and IP address. Some information, such as your Internet domain name or IP address, may identify you. This information is not accessed by anyone except in accordance with FOIPPA.

## Cookies

Cookies are files that your web browser stores on your computer. Our web-based grant system, https://fwcp.smartsimple.ca, uses both persistent and session cookies. The persistent cookie remains on your computer after your session is completed. It does not store any personally identifiable information. It stores a unique identifier so we may track our website visitors at an aggregate level; a persistent cookie is also used to remember you next time you visit but only if you choose "remember me" on the log in form (and this is completely optional). You may delete the cookie by clearing if from your browser. The session cookie remains only when you are logged into fwcp.ca. It enables the website to know who you are when moving from one web page to the next. This cookie automatically gets erased when you log out or close your browser.

# **Digital Signatures**

The FWCP will use digital signatures to authorize final project agreements (i.e. contribution agreements). If your grant application is approved, you will be required to comply with our digital signature requirements.

### **Testimonials and User Feedback**

We often receive feedback from users who want to share their experiences or stories with us. We occasionally publish this content. We will only identify users who consent to publication of their stories.

### **Changes to our Privacy Policy**

From time to time, we review and revise our privacy policy to better reflect the changing nature of the web and ensure your personal information remains fully protected.

Revised October 12<sup>th</sup>, 2016