

## **Gateway Operations Respects Your Privacy**

Any personal information you provide to us including and similar to your name, address, telephone number and e-mail address will not be released, sold, or rented to any entities or individuals outside of Gateway Operations. This Privacy Statement explains our website data processing practices.

### **Cookies**

A "cookie" is a small data text file that is placed in your browser and allows Gateway Operations to recognize you each time you visit this site (customization etc.). Cookies themselves do not contain any personal information, and Gateway Operations does not use cookies to collect personal information. Cookies help us measure how many visitors come to our website and how many of these visitors are new or returning.

Most Web browsers allow you to deny or accept the cookie feature (refer to your browser's help function for details). You can control the use of cookies on your computer, and even eliminate them. However, eliminating cookie use may interfere with the function of some website services.

### **Information collected: non-personal**

The moment you visit our website, some non-personal information is collected by the website.

We collect information automatically about your visit to our website. The information collected includes basic demographic data and browsing patterns. It is used only in aggregate form. We use aggregate information (so that no individual user is identified).

We also collect personal information through enquiry forms and every time you e-mail us your details.

### **Information collected: personal**

With the exception of your IP address to help diagnose problems with our server and to administer our website, we only collect personal information through application forms, enquiry forms and e-mails. This personal information must be divulged by you — it is not 'gleaned' from your computer.

### **Public Comment Forms**

Public Comment Forms are often used to complement a public consultation process to receive input, ideas, comments and suggestions. The information submitted in these forms is transmitted in one of two ways (through your selection): 1) unencrypted e-mail from our web server, via the Internet, to the appropriate e-mail mailbox, and/or 2) by using a "post to website" public comment form, where the data is transmitted unencrypted and then authorized for posting to the public website.

## **Links in the website**

This website sometimes provides links to other websites. In most cases, links to other websites will open in a new browser window. Please note that you are clicking to ANOTHER website and content and privacy standards therefore are not under the control of Gateway Operations. We encourage you to read the privacy statements of these linked sites as their policies may differ.

## **Remember the risks whenever you use the Internet**

While we do our best to protect your personal information, we cannot guarantee the security of any information that you transmit to Gateway Operations and you are solely responsible for maintaining the secrecy of any passwords or other account information. In addition, other Internet sites or services that may be accessible through Gateway Operations have separate data and privacy practices independent of us, and therefore we disclaim any responsibility or liability for their policies or actions.

Please contact those vendors and others directly if you have any questions about their privacy policies.

## **Contacting the Website**

Should you have any questions about this privacy statement, the practices of this site, or your dealings with this website, please contact the Communications Manager.