



Website Privacy Statement

Your Personal Information

The Mission Community Archives is committed to protecting your privacy. Any personal information you provide to us is collected, used and disclosed in accordance with the Personal Information Protection Act. The Archives does not automatically gather any personal information from you, such as your name, phone number, street or email address. This information is only obtained if you supply it voluntarily, usually through contacting us via email or filling in a form, or registering in a secure portion of our site.

The information will only be used for the purposes of administering Archives services, informing you about our services and compiling statistical information.

Questions about the collection, use and disclosure of this information should be directed to:
Branch Operations Coordinator
Mission District Historical Society
33215 2nd Ave, PO Box 3522 | Mission, BC V2V 4L1
Email: [Privacy Officer](#)

Tracking Your Website Visit

We are constantly improving this website to make it as useful to you as possible. To do this, we gather statistics about what pages you visit and when you visit them. These statistics help us decide where to put information so it is easier to find and also how to design tasks so they are faster to do. We gather this information about your visit by placing a small file, called a "cookie" into your web browser's memory. We use the *Google Analytics* cookies to help us understand who our website audience is and how we can improve the website to better serve them. This cookie does not collect any information we could use to identify you, such as your name, address, email address or phone number. To learn more about the cookies we utilize to gather information, go [here](#).

The cookie collects:

- your IP address (a series of numbers that are automatically assigned to your computer when you go online)
- the type of web browser and operating system you use
- the date and time you visited the site
- which pages you visited
- the order you visited the pages
- how long you spent on each page
- the page you entered the site on
- the last page you looked at before you left

As soon as you leave the missionarchives.com site, the cookie stops gathering information. If you wish to opt-out of having these cookies enabled on your browser, press [here](#).

Volunteering Your Personal Information Online

The only time we collect your personal information on this website is when you volunteer to give it to us. This includes when you fill in a form to:

- contact us;
- schedule a visit;
- book a speaker;
- submit a volunteer application;
- purchase an item;
- make a donation; or
- send us an email

In these instances, we only keep your personal information so we can follow up with you if necessary. We keep your personal information strictly confidential. We will not rent, share, or trade it with anyone else. We will not use it to send you information that you did not specifically request.