



Privacy Policy

Last updated: April 30, 2026

1. Introduction

The Canadian Association of Instructional Designers (“we,” “us,” or “our”) is committed to protecting the privacy and confidentiality of personal information. This Privacy Policy explains how we collect, use, disclose, and safeguard personal information when you visit our website, <https://www.accp-caid.org> (the “Website”).

We comply with applicable Canadian privacy legislation, including the *Personal Information Protection and Electronic Documents Act* (PIPEDA).

By using our Website, you consent to the practices described in this Privacy Policy.

2. Information We Collect

a) Personal Information

We may collect personal information that you voluntarily provide to us, including:

- Name
- Email address
- Phone number
- Organization or affiliation
- Any other information you choose to submit through contact forms, registrations, or direct communications

b) Automatically Collected Information

When you visit the Website, certain information may be collected automatically, such as:

- IP address

- Browser type and device information
- Pages visited and time spent on the Website
- Referring website addresses

This information is collected using cookies and similar technologies.

3. How We Use Your Information

We use personal information for the following purposes:

- To respond to inquiries and provide requested information
- To deliver events, services, or communications
- To improve our Website, services, and user experience
- To meet legal, regulatory, or contractual obligations

We only collect and use personal information for purposes that a reasonable person would consider appropriate in the circumstances.

4. Cookies and Analytics

Our Website may use cookies or analytics tools to understand how visitors interact with the site and to improve functionality. You can control or disable cookies through your browser settings; however, some features of the Website may not function properly if cookies are disabled.

5. Disclosure of Personal Information

We do **not** sell, rent, or trade personal information. We may disclose personal information only:

- To trusted service providers who assist us in operating the Website or delivering services (e.g., hosting or email providers), subject to confidentiality obligations
- When required by law or to comply with legal processes
- With your consent

6. Data Retention

Personal information is retained only for as long as necessary to fulfill the purposes for which it was collected, or as required by law.

7. Safeguarding Information

We use reasonable administrative, technical, and physical safeguards to protect personal information against loss, theft, unauthorized access,

disclosure, or misuse. While we take appropriate measures to protect information, no method of transmission over the Internet is completely secure.

8. Access and Correction

You have the right to request access to your personal information and to request corrections if the information is inaccurate or incomplete, subject to legal limitations.

Requests can be made using the contact information below.

9. Third-Party Websites

Our Website may contain links to third-party websites. We are not responsible for the privacy practices or content of those websites, and this Privacy Policy does not apply to them.

10. Children's Privacy

Our Website is not intended for children, and we do not knowingly collect personal information from children without appropriate consent.

11. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. Any changes will be posted on this page with a revised "Last updated" date.

12. Contact Information

If you have questions about this Privacy Policy or our privacy practices, please contact:

Canadian Association of Instructional Designers

Email: info@accp-caid.org

