

## Generations on Line® Privacy Policy

Generations on Line is committed to protecting and ensuring the privacy of people using the Generations on Line web-based software. The following describes the steps we take to carry out this commitment.

### Information Collection and Use

Generations on Line (GoL) software does not collect, store or dispense individually identifiable information about its users.

For institutions that use our programs with their populations and have either the cloud-based PC edition or tablet edition, our registration form requires only facilities to provide contact information which allows GoL to send administrators information and updates about GoL and our services. We use the IP address of a facility's computer(s) to verify that the facility subscribes to GoL and to help diagnose problems with our server or to administer our program.

Generations on Line does not collect, and therefore does not intend to sell, rent or share information about individual users. It may collect aggregated data about application usage within the program to monitor traffic, better understand the needs of the users and thereby enhance our program.

### Registration

In order to use the Generation on Line software, provided through the Internet, an institution must qualify as a setting where older people live or congregate. To do so, an administrator or representative of a facility must first complete the registration form. During registration, the administrator is required to provide contact information (such as name and email address). This information is used to contact the facility about the program, monitor its effectiveness and respond to future needs or requests.

### Public forums

In the PC edition, individual postings within "Memories: Generation to generation" may be monitored to ensure that individuals users are not abusing the service by posting inappropriate or offensive messages. Individual users posting such messages may be barred from the service.

Individual users posting to "Memories, Generation to generation" should be advised that any information that is disclosed in these areas becomes public information, and users should exercise caution when deciding to disclose personal information.

### Links

The Generations on Line program contains links to other sites. GoL cannot be responsible for the content or the privacy practices employed by other sites.

### Surveys

From time to time our program may request information from users for purposes of monitoring or improving the use and satisfaction of this program. Participation in these surveys is completely voluntary.

### Security

The GoL web-based software has password protected security measures in place to protect the loss, misuse and alteration of the information under our control.