

# [WWW.SETYOUROWNSPACE.ORG](http://WWW.SETYOUROWNSPACE.ORG)

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- to track the number of people who visit the website
- to analyze how visitors linked to the website for the purpose of measuring marketing and promotion effectiveness
- to analyze use of the website.

Personal information through enquiry forms is collected every time you e-mail The Work Room Career Resource Centres.

### Information collected: personal

All personal information acquired by The Work Room Career Resource Centres in any format, including electronic, is governed and maintained according to policies and procedures in accordance with the Protection of Personal Information Act of the Government of New Brunswick. This information is only collected through application forms, enquiry forms and email . This personal information must be divulged by you -- it is not 'gleaned' from your computer.

### Use and Disclosure of personal information

The Work Room Career Resource Centres will not disclose your personal information to any outside parties without your prior consent.

### E-mail Query Forms

The Work Room Career Resource Centres contains an e-mail query form, where you may ask specific questions relating to information on the website or to set up appointments with the Work Room Coordinators. The information submitted in these forms is sent by unencrypted e-mail from our web server, via the Internet, to a Work Room Career Resource Centres Coordinators' inbox.

### Links in the website

Careerthatwork.ca 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

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### Changes in our Privacy Policy

Any substantive changes to The Work Room Career Resource Centres Policy will be posted on this webpage.

### Contacting the Web site

Should you have any questions about this privacy statement, the practices of this site, or your dealings with this Web site, please contact:

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