



Privacy Policy

1. Philosophy

The Foundation for Student Science and Technology is committed to protecting the personal information of our participants gathered via the Web site or by other means. The following text discloses our policies on what information is gathered, how it is protected, and how it might be used.

2. Website Usage

IP addresses are used to help diagnose problems with our server, administer our Website, and track usage of our site. Institutional IP addresses are associated with their institutions only, but not with individuals. We track how often each page is visited, but not what individuals are reading. This information helps us determine which parts of the site visitors find most valuable as well as how we can continually improve the services we provide.

3. Cookies

A “cookie” is a small data file that is automatically transferred from the website to the visitor’s computer. It allows the computer to be recognized by the website on return for another session and eases navigation through the website from one screen to another. We use cookies but not to collect any personal information about users, nor do we sell or make them available to other organizations.

4. Registration

Users who register on our Web site are asked for the following information: email address, title, name, postal address, phone number, primary areas of interest, profession, how they heard about the Journal of Student Science and, and their preference on whether to receive promotional emails from the Foundation for Student Science and Technology. Email addresses are kept on file (for how this information is used, see section on email lists).

5. Email

Authors, reviewers, and subscribers should expect to receive business correspondence by email regarding submissions, revisions, paper review and other editorial, production or



subscription matters as part of the regular business relationship. Regular business correspondence is acceptable under CASL.

6. Email Lists

- 6.1. We ensure our email lists and campaigns are CASL compliant. We compile our email lists only through the following means: Opt-In registrations on our Web site(s) (when a user indicates that they would like to receive newsletters, announcements or promotional material). Occasionally emails are gathered at exhibits and tradeshow, but only those who indicate that they wish to receive communications will be added to our contact lists.
- 6.2. Newsletters, announcements and other communications are sent only to those who have subscribed or indicated their preference to receive emails from us via an OPT-IN mechanism. You may unsubscribe from newsletters at any time by clicking **UNSUBSCRIBE** or you can remove your name from our mailing lists at by contacting info@fsst.ca.
- 6.3. We do not sell or share our email lists with any third parties.

7. Accessing and (or) Correcting Your Personal Information

To access and (or) correct your personal information stored on the website, follow these instructions:

- Login to website
- Click on “My Profile”
- Click on “Account Info” (from the left hand navigation)
- Change personal information as required
- Click on “Submit”

8. Surveys

The Foundation for Student Science and Technology occasionally conducts online surveys. These surveys are completely voluntary and visitors to the site can choose to participate or not. We do not add the emails of participants to promotional or any other email lists without their explicit permission and emails are never shared with third parties.

9. Privacy Policies of our Partners



The Foundation for Student Science and Technology works with a number of partners who have their own privacy policies. Links to those partners are found throughout the Foundations for Student Science and Technology web site. The Foundation for Student Science and Technology is not responsible for the privacy policies of partnering organizations; interested parties should review the privacy policies of those sites.

10. Peer Review

The Foundation for Student Science and Technology operates a blind peer-review process, where the identity of the referees is kept from the author whose work is being reviewed unless a referee chooses to identify him- or her-self.

11. Technological Security

The Foundation for Student Science and Technology and its publishing host provider, Canadian Science Publishing, has appropriate security measures in place to protect against the misuse, loss, or alteration of information that it has collected; however, no information transferred over the Internet is completely secure and, therefore, The Foundation for Student Science and Technology cannot guarantee with 100% certainty the total security of information transmitted to it.

Policy Section:	Ethical Conduct
Approved by:	Board of Directors
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Contact:	Executive Director