

Contact Information: (Print)

Name: _____

Email or phone number: _____

Check the boxes that apply:

- Do not display my name publicly on the YESAB Online Registry
- I have read and agree to the YESAB Online Registry Privacy Statement
- I have read and agree to the Terms of Use Agreement

YESAB Online Registry Privacy Statement

Amended May 2021

This Privacy Statement governs the YESAB Online Registry. You may view the YESAB Website Privacy Statement [here](#).

Why Do We Collect Personal Information?

YESAB requires personal information in order to carry out our mandate, and to undertake Assessments. YESAB collects, uses, discloses and retains personal information to carry out our mandate under the authority of the [Yukon Environmental and Socio-economic Assessment Act](#) (YESAA). YESAB is subject to Canada's [Privacy Act](#), and is committed to providing participants with an Assessment process that respects privacy.

What Information Do We Collect?

YESAB collects personal information as defined under [section 3 of the Privacy Act](#) of Canada. Whenever possible, YESAB must collect your personal information directly from you or your Agent. Collection must be limited to what is strictly necessary to undertake an assessment, or directly related activities. This may include:

- Initiating an assessment (your contact information)
- Conducting the assessment (your opinions, as set out in your comment submission)
- Contacting you with questions about your submission (your contact information)
- Generating anonymized online registry user statistics
- Generating anonymized assessment statistics

Please Only Provide YESAB with Personal Information Which is Necessary for Assessments

YESAB requires a limited amount of personal information to undertake assessments. Specifically, if you submit a comment to YESAB through the online registry, by mail, or by email, you must provide YESAB with your name and contact information. If you do not want to provide this level of personal information to us, you will not be able to submit a comment to YESAB.

We strongly encourage you *not* to include unnecessary personal information in your comment submissions to us. YESAB often receives personal information, such as financial information or social insurance numbers, which we do not require for assessments, and which we strongly encourage you not to disclose.

Can You Provide YESAB With Your Personal Information If You Are Under The Age of 13?

If you're under the age of 13, and you wish to provide us with your personal information, your parents or guardians must first give us permission to collect, use and disclose your personal information.

YESAB values the participation of youth in the assessment process, but recognizes the importance of protecting their privacy and personal information. The *Privacy Act* requires that, whenever possible, organizations seek a person's consent before collecting their personal information. YESAB agrees with the Office of the Privacy Commissioner of Canada's position that children under the age of 13 are unlikely to be able to provide meaningful consent for the collection, use and disclosure of their personal information, and that consent must be obtained from their parents or guardians.

Can You Provide YESAB With The Personal Information of Another Individual, Such As A Neighbour Or A Relative?

If you wish to provide other individual's personal information to YESAB, you must first provide us with a signed letter from that individual confirming that they have reviewed YESAB's Privacy Statement and that they consent to YESAB collecting, using, disclosing and retaining their personal information, in accordance with YESAB's Privacy Statement.

If you would like to provide YESAB information that you feel may be confidential (according to [section 121](#) of [YESAA](#)), please contact the Designated Office or Head Office.

Web Analytics

Web analytics is the collection, analysis, measurement, and reporting of data about web traffic and visits for the purposes of understanding and optimizing web usage.

Digital Markers

A digital marker is a mechanism used to remember a visitor's online interactions with a website. These mechanisms may record a visitor's online interactions within a single visit, or to record interactions through multiple visits.

YESAB tracks certain types of information during visits to the online registry using a token. This information is treated as personal information under the [Privacy Act](#) of Canada. When your computer or other device requests an online registry webpage, information is collected for the purpose of Web Analytics. The type of information collected includes, but is not limited to:

- IP Addresses (not to be used to identify a visitor)
- Type of browser used
- Type of operating system used
- Date and time of visit
- Pages visited and documents downloaded

Personal information collected for Web Analytics is used for non-administrative uses such as, Information Technology statistical purposes, audits, evaluations, research, planning and reporting. This personal information is not disclosed or transmitted to third parties. YESAB will retain personal information collected for Web Analytics in accordance with our retention schedule.

Personal Information Banks

The online registry is considered a Personal Information Bank (PIB) by the Treasury Board of Canada Secretariat. A PIB is simply a description of information held by an organization that is organised and retrievable by a person's name or by an identifying number. Information about our PIB can be found on our website [here](#).

Who Sees Your Personal Information?

Under [YESAA](#), YESAB must maintain a publicly available register of information collected, received, and produced in relation to an assessment. Individuals have the right to inspect this register during business hours. The online registry provides individuals with access to this information.

YESAB may upload your personal information to the online registry if:

- you have been informed of your privacy rights via this Privacy Statement;
- we have collected your personal information directly from you or your Agent.

Information that has not been made public on the online registry will only be disclosed by YESAB in accordance with [Section 8](#) of the [Privacy Act of Canada](#).

YESAB is responsible for ensuring your personal information is protected, accurate, up-to-date and as complete as possible. You have a right to access and correct all of your personal information that you have provided YESAB. To submit a formal request to access and correct your personal information, please refer to the [YESAB Access to Information and Privacy Manual](#) located on the YESAB website.

Questions?

Questions or comments regarding this statement, or the administration of the [Privacy Act](#) of Canada by YESAB, may be directed to the Chair of the Board at:

Yukon Environmental and Socio-economic Assessment Board, Head Office

200 - 309 Strickland St
Whitehorse, YT, Y1A 2J9
Toll Free: [1-866-322-4040](tel:1-866-322-4040)
Phone: [867-668-6420](tel:867-668-6420)
Email: yesab@yesab.ca

File a Complaint

If you are not satisfied with our response to your privacy concern, you have the right to file a complaint with the Office of the Privacy Commissioner of Canada. Information on how to file a complaint can be found on their [website](#).

YOR Online Registry Terms of Use Agreement

Last updated: December 2018

A. Background

The YESAB Online Registry (YOR) was created to provide public access to information regarding assessments done under the Yukon Environmental and Socio-economic Assessment Act (YESAA), and to facilitate public participation in those assessments.

YESAA and the rules made under the Act guarantee opportunities for individuals, organizations, and governments to provide YESAB with comments, views, and information during assessments (collectively, "Submissions").

You can provide a Submission to YESAB in one of two ways:

1. online through the YOR's "Submit Comment page; or
2. alternate, acceptable, means. This includes by hand, mail, or email.

Regardless of how the Submission is provided to YESAB, all Submissions are reviewed by YESAB before they are posted on the YOR. If the Submission complies with the Terms of Use Agreement (the "Agreement"), it will typically be posted on the YOR. This means the

Submission will be publicly available, and will be considered by YESAB during the assessment process. However, YESAB has the right to remove any Submission from the YOR, or refuse to post a Submission to the YOR, for reasons including failing to comply with the terms of this Agreement.

B. Purpose of the Agreement

The Agreement sets out the terms and conditions which must be met before a Submission can be posted on the YOR, and considered by YESAB in an assessment of a proposed project.

C. Your name, contact information, and the option to post anonymously and not have your name publicly displayed.

If you provide a Submission to YESAB, you must provide YESAB with your legal name and contact information. We need that information so that we can contact you if we have any questions or concerns regarding your submission.

When YESAB makes your Submission public by posting it on the YOR, your Submission will not display contact information publicly. However, your Submission will display your name publicly, unless you tell YESAB that you would like your Submission to be displayed as anonymous and not have your name publicly displayed.

You can request that a Submission be posted anonymously by checking the "Do not display my name publicly" box on the Submission form.

For the full text of YESAB's Registry Privacy Statement, please [click here](#).

D. What kinds of comments may not be submitted to YESAB, and will not be posted on the YOR?

Participants may not submit any abusive, defamatory, frivolous, indecent, libellous, threatening, unlawful, vexatious or vulgar Submissions.

YESAB is not responsible for the content of any Submission. A Submission represents the views and opinions of the person making the Submission, and does not represent the views or opinions of YESAB.

YESAB is under no obligation to investigate complaints regarding Submissions. However, YESAB may, in its discretion, investigate complaints and take any actions it deems appropriate in the circumstances. This includes, but is not limited to, removing the offending Submission from the YOR.

YESAB will review all Submissions before they are posted on the YOR. If a Submission is in violation of the Agreement, or in the opinion of the assessor, is not relevant to the assessment of the project being assessed, the Submission will not be posted to the YOR, or considered by YESAB in the assessment of that project.

YESAB reserves the right, in its discretion, to remove any Submission from the YOR, or refuse to post any Submission to the YOR.

E. Amending the Agreement

YESAB may update the terms and conditions of the Agreement at any time. If YESAB revises the Agreement, YESAB will post a notice on the YOR stating that the Agreement has been amended, highlight the change and why it was made.