




Corporate Policy Statement

TITLE:	COOKIE POLICY
ISSUANCE:	CUSTOMER COMMUNICATIONS
IMPLEMENTATION:	All LTSA and LTSA subsidiary personnel
EXECUTIVE APPROVAL:	 _____ Al-Karim Kara, President and CEO
EFFECTIVE DATE:	March 17, 2021 (Version 1.0)
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DOCUMENT REVISION HISTORY

Date	Description of Change	By	Version
2021-03-18	Approved by President and Chief Executive Officer	A. Kara	Version 1.0

Cookie Policy

This Cookie Policy describes how the Land Title and Survey Authority of British Columbia (“LTSA”) uses cookies, the types of cookies that are used, and how users can manage cookie choices.

The content of this Policy applies to all websites, portals and applications of the LTSA and its corporate subsidiaries, including:

- LTSA corporate and myLTSA,
- Landtransparency.ca,
- LandSure Systems Ltd., and
- Autoprop Software Ltd.

LTSA websites and applications contain links to third-party websites that may use cookies and LTSA has no control over these third-party sites.

How LTSA uses cookies

LTSA uses cookies to improve website performance including enabling login to secure services. Cookies are issued from the time the user accesses the website unless the user has adjusted their browser settings to refuse cookies. Users may adjust their browser settings at any time to refuse or delete cookies; however, rejection of cookies may affect performance of certain parts of LTSA’s websites or any applications within them. **Users who continue to browse LTSA websites without adjusting their browser settings agree to accept LTSA’s use of cookies in accordance with this Cookie Policy.**

What is a cookie?

A cookie is a small text file that contains a string of unique characters that is sent to an internet user’s browser when they visit a website. The cookie then stores usage information as the user continues to navigate the webpage or internet. A cookie cannot be used to access or read information on the user’s hard drive, to run code or programs, or to deliver viruses to a user’s computer. A cookie only contains as much information as the user discloses to the website.

Cookies may be stored, or persist, for different periods of time. A “session” cookie persists only for the duration of the user’s session on a particular browser. A “persistent” cookie, in contrast, persists until a date specified (e.g. days or weeks) unless deleted by the user before this time. Persistent cookies capture information about user settings, activities and preferences and enable a user to be recognized when they return to the website.

Cookies can also be distinguished as “first-party” or “third-party” cookies. First-party cookies are created by the website the internet user is currently visiting and are used to optimize the website’s efficiency by remembering key pieces of information, such as username, password or other preferences. Third-party cookies are created by domains outside the one the internet user is currently visiting and are typically used for tracking and online-advertising purposes.

LTSA uses three types of cookies: Essential Cookies; Functionality or Preference Cookies; and Analytics cookies.

Essential cookies

Essential cookies are a website's basic form of memory and are used to store user authentication information to enable login to secure pages and prevent users from having to re-enter login information each time they access a new page within the website. Essential cookies are required for the proper functioning of the website and cannot be disabled.

Functionality or Preference cookies

Functionality or Preference cookies are used to enhance a website's performance by storing site preferences and choices made by the user (e.g. username, region, language) in order to enable customized content during the browsing session and on return visits to the website while the cookie remains stored. If a user disables Functionality or Preference cookies the website will function properly but certain features may become unavailable.

Analytics cookies

Analytics cookies are used to improve a website's performance by collecting information about how users visit and navigate the website (e.g. visitor frequency, browsing duration, pages viewed) in order to optimize user experience and ensure users find what they are looking for quickly. If a user refuses Analytics cookies the website will still function but certain features may become unavailable.

How to manage cookies

A user who does not agree to the use of cookies on LTSA websites can take any of the following steps:

- decide to not visit the website;
- visit the website using an anonymous usage setting;
- delete any persistent cookies after having visited the website;
- choose to decline or disable cookies if the user's browser permit. Please note however that doing so may affect the user's ability to access or use certain features of LTSA's websites.

Detailed information on how to delete or refuse cookies from commonly-used browsers can be found at the following links:

- [Internet Explorer](#)
- [Google Chrome](#)
- [Safari](#)
- [Mozilla Firefox](#)

Updates to LTSA Cookie Policy

LTSA may update its Cookie Policy from time to time in order to reflect changes to the cookies LTSA uses or for legal, regulatory or other reasons. Users should revisit the policy

regularly to stay informed about LTSA's use of cookies and related technologies and to make changes to their cookies settings as required.

Further information

For more information about LTSA's use of cookies, please email moreinfo@ltsa.ca.