



## **PRIVACY POLICY**

### **Privacy Statement**

We want you to know that we make every effort to protect your confidentiality. Providing you with the best client service includes handling your personal information with great care and respect. When you provide us with your personal information, we protect the privacy of that information in compliance with the Personal Information Protection and Electronic Documents Act.

### **Website Usage**

The only data we collect and store during normal website usage is typical web server log data. Examples of this type of data are: the name of your Internet service provider, the site that referred you to us, any pages you request, and the time and date of those requests etc. We use this information to generate statistics and measure site activity to benefit users of this site. This same information may be shared with third parties in order to provide these services or to analyze, store, or aggregate the information.

### **Personally Identifiable Information**

At times we request personally identifiable information to provide our clients with a service, or products ordered via one of our client stores, email, mail, fax or telephone. This information, such as name, mailing/shipping address, email address, payment related information and type of request, is collected and stored in a manner appropriate to the nature of the request to fulfill your needs. This information may also be provided to our agencies for use on our behalf in accordance with our prescribed privacy statement. However, it is never provided or sold to any other company for that company's independent use. While using our website, you may move to other websites, including the sites designed specifically intended to provide more information about other products and services. This site may provide links to third party sites. It is recommended that you check the specific privacy statements of any site before providing any personally identifiable information.

### **Electronic Mail**

You may decide to send personally identifying information to us via email. We will use this information for the purpose identified in the email message and to measure our services to you.

### **Protecting Your Information**

We protect your information at all times with appropriate safeguards and security measures. Our strict security standards protect our systems and your personal information against unauthorized access or use. Access to your information is restricted to our personnel who are bound to maintain your confidentiality.