

## **Privacy Statement**

RebeccaPalmer.ca protects the privacy and the confidentiality of personal information—over the Internet, on the telephone, or through our offices. Our Privacy Policy and related procedures guide the handling of the personal information collected. This policy deals only with personal information handled by the RebeccaPalmer.ca. Our Privacy Policy is available online at [www.pep-talks.ca](http://www.pep-talks.ca).

### **Purposes for Collection, Use and Disclosure of Personal Information**

The purpose for which we collect personal information will be identified at or before the time the information is collected. Personal information may be collected for such purposes as:

- Purchase of products or services
- Inquiries regarding products or services
- Our newsletter (with your expressed consent to receive same)
- Site analytics (tracking number of visitors to the site and website use)

We will not use personal information for any other purpose than identified at or before the time of collection.

RebeccaPalmer.ca seeks consent for all personal information it collects, uses and discloses through information provided to individuals prior to collection, or at the time of collection. For information which is considered to be more sensitive, for example credit card numbers, RebeccaPalmer.ca will ask for a signature or a completed credit card consent form as a sign of consent.

If information is voluntarily provided, this is interpreted as consent to the collection. RebeccaPalmer.ca will not use personal information for any purpose other than that for which consent has been provided. Should RebeccaPalmer.ca require use of personal information for a new purpose, consent will be sought for that new use.

### **Limits for Collecting, Using, Disclosing and Keeping Personal Information**

RebeccaPalmer.ca does not collect, use or disclose personal information of individuals except when individuals give consent and provide the information on a voluntary basis. RebeccaPalmer.ca collects only information that is voluntarily provided by the individual and undertakes that such information will be kept strictly confidential.

RebeccaPalmer.ca may disclose personal information collected by it without the knowledge or consent of the individual, for example to its lawyers; for purposes relating to an investigation under, the enforcement of or the administration of a law or where required by law to disclose the information. RebeccaPalmer.ca will not use or disclose personal information without the knowledge or consent of the individual except as authorized by applicable law.

RebeccaPalmer.ca retains personal information only as long as is necessary to provide the individual with the requested product, service or information. For example, if personal information is given for future orders, the personal information will only be used for future orders (as indicated by you) and will then be deleted or destroyed. In some cases, however, legal reporting or retention requirements necessitate that RebeccaPalmer.ca retains information for a specific amount of time.

In general, RebeccaPalmer.ca retains personal information for a period not longer than seven years, in secure storage.

RebeccaPalmer.ca does not sell or trade any personal information with third parties. Any personal information that RebeccaPalmer.ca retains is kept in such a manner as to ensure its security and confidentiality at all times.

### **Safeguarding Personal Information**

RebeccaPalmer.ca respects the privacy of its members, partners, potential Web site visitors and internet users and will protect that privacy as vigorously as possible. Personal information is stored in electronic and physical files that are secure. Security measures include secure locks on filing cabinets, and using industry standard techniques such as firewalls, encryption, intrusion detection and restricted access to computers. Unfortunately, no data transmission over the Internet can be guaranteed to be 100% secure. As a result, while RebeccaPalmer.ca strives to protect personal information, it cannot ensure or warrant the security of any information transmitted to it or received from it electronically.

### **Accuracy of and Access to Personal Information Collected**

RebeccaPalmer.ca makes every effort to keep personal information as accurate, complete, current and relevant as necessary for the identified purposes.

At the written request of an individual, he or she may view or edit their personal information as collected by RebeccaPalmer.ca. RebeccaPalmer.ca will inform them of what personal information it has about the individual, what it is being used for and, in cases where it has been disclosed, to whom it has been disclosed. Please include your name and contact information. If an inquiry concerns a specific transaction, please indicate the date of the transaction, and provide a receipt number if applicable.

RebeccaPalmer.ca will reply to requests in no later than thirty days after receipt of the request, or if it is not able to respond within this time period, a notice of extension will be sent.

### **Use of RebeccaPalmer.ca Web Site**

RebeccaPalmer.ca believes that online privacy is important to the success of the Internet and electronic commerce in general and is strongly committed to each visitor's right to privacy. By accessing and using materials from this Web site or sending or posting materials to it, you (the "user") agrees to the terms of this privacy commitment and to our practices to collect, use or disclose personal information.

This Privacy Statement may be updated periodically to reflect enhancements to RebeccaPalmer.ca Web site that may affect the use of personal information.

### **Information on this Web Site**

Information which includes all facts, data and other information, collectively the "Information" in the pages of this Web site is of a general nature, is intended only for informational purposes, is

subject to change without notice, and is not intended to be relied on by visitors as binding legal advice on any particular matter.

Individual information provided to RebeccaPalmer.ca to gain access to any feature of this Web site will not be sold or made available to any third party, except where information processing is outsourced by RebeccaPalmer.ca in the course of its regular administrative procedures.

RebeccaPalmer.ca reserves the right to perform statistical analyses of aggregated user behavior and characteristics, in order to measure interest in and use of the various sections of its site so as to improve design and navigation and to gather information for marketing purposes. Only aggregated data from these analyses, not individual data, will be used for this purpose.

### **Accuracy of the Information on this Web Site**

The information is believed to be accurate, complete and current when posted, but RebeccaPalmer.ca cannot guarantee that it will remain accurate or complete or that it will be current at all times.

RebeccaPalmer.ca is not responsible for direct, indirect, special or consequential damages, regardless of the cause, arising out the use of this Web site.

### **Accuracy of Information on Linked Web Sites**

Links to other sites found on the RebeccaPalmer.ca Web site, allow the user to enter domains that are beyond the control of RebeccaPalmer.ca and, once the user is there, RebeccaPalmer.ca is not responsible for the privacy practices or the content of these Web sites. RebeccaPalmer.ca has no control over the accuracy, completeness or relevance of the information on these sites and **provides links to these sites solely for the information and convenience of visitors to our Web site.**

### **Copying Information from this Web Site**

The information on RebeccaPalmer.ca Web site may be used or copied provided that it is used or copied accurately, or is used in its entirety and/or that the source of the information is clearly identified. Only a member of RebeccaPalmer.ca may use the information for commercial purposes. RebeccaPalmer.ca is not responsible for the way in which the information may be used or copied. RebeccaPalmer.ca reserves the right to change, delete or add information at any time.

### **Privacy Officer**

Any questions about our Privacy Policy can be directed to:

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