



## **PRIVACY POLICY**

At Ramsay Projects Inc, we are passionate about the work we do for our clients. We take the security our clients' information seriously.

The objective of this policy is to tell our clients what information is collected, how we use their information and who can access it. We are not responsible for the privacy practices and policies of companies or organizations who may obtain personal information independently of any relationship they may have with us. We are also not responsible for the privacy practices and policies of companies or organizations to which we provide links on our website or social media. Please review the privacy policies of these companies or organizations to which we provide links on our website or social media. Please review the privacy policies of these companies and organizations before providing your personal information to them.

To properly serve our clients, we collect business contact information such as name, company, e-mail, and phone number, to service your account including consultations. We may use your company name as part of a client list on our website. When giving a testimonial, we will ask how you choose to be identified or if you prefer to be anonymous.

The information provided to us is used in accordance with this policy and PIPEDA to support the successful execution of our services, including consultation and delivering project management services. Our staff and vendors are required to protect the confidentiality of your personal information.

Ramsay Projects has developed and maintains electronic, and procedural safeguards intended to protect your personal information against loss, theft, unauthorized disclosure, copying and unauthorized use or modification.

Ramsay Projects does not collect Personal Identifiable Information except where its collection, use or disclosure is solely for communicating with an individual in relation to business or profession, i.e.: business email address. Should it become necessary to share information covered by PIPEDA with a third party your consent will be requested. The only exception is where it is directed by law.

Information will be stored for a total of 7 years for auditing or other purposes. At such a time, when the information is no longer needed, it will be destroyed in a secure manner. Physical copies will be shredded and disposed of in a secure manner.

If you would like to see the information retained regarding you or your company, please send us a written request. If there are any corrections that need to be made to this information, please let us know in writing.

Each member of our team is dedicated to ensuring that every client receives quality care and is supported from the beginning of our relationship, right through to the end. Information that is shared with our team, is accessed by those who need to carry out the terms of our contract.

This policy is reviewed annually for any changes and updates. It is published on our website. Any complaints, questions, or requests can be directed to [info@ramsayprojects.com](mailto:info@ramsayprojects.com).

Last Updated: May 17, 2021