

This Privacy Policy is for Gorveatte Consulting Inc. We may update this Privacy Policy from time to time. The most current version will be located on our website. By using our website, or by providing any personal information to us, you consent to the collection, use and disclosure of your personal information as set out in this Privacy Policy.

Types of personal information collected

The types of personal information that we collect and hold will vary depending on your dealings with us. This information is likely to include any or all of the following:

- name, address(es), telephone number(s) and other contact details;
- electronic address(es);

How we collect personal information

Generally, we collect personal information directly from you, such as:

- when you submit information through our website;
- in person;
- in the course of us providing you with a requested product, service or benefit; or
- when you have other dealings with us.

Why we collect, use and disclose personal information

We will use the personal information we collect for the purpose disclosed at the time of collection, or otherwise as set out in this Privacy Policy. We will not use your personal information for any other purpose without first seeking your consent, or where authorised or required by law. We will collect personal information for the following purposes:

- to establish and maintain your relationship with us;
- to provide the products or services you have requested from us;
- to answer any inquiry you make; and
- to send notifications, reminders and relevant documentation.

Direct marketing

We will also use and disclose your personal information to send direct marketing to you from us only. The direct marketing may relate to:

- our products and services;
- the products and services of other parties; or
- new developments we believe may be of interest to you.

How we store and protect personal information

We store personal information in a combination of computer storage facilities, and other records. In so doing, we have taken numerous steps to protect your personal information from misuse, interference and loss, and unauthorised access, modification or disclosure. Additionally, we take reasonable steps to destroy or permanently de-identify personal information when we no longer need it. We will take reasonable steps to make sure that the personal information we collect, use or disclose is accurate, complete and up to date. We will promptly acknowledge and investigate any complaint about the way we manage personal information. If you have any questions about this Privacy Policy, if you wish to update information, please contact susan@gorveatteconsulting.com or 902-434-9003. We will take reasonable steps to remedy any issues resulting from our failure to comply with our privacy obligations.