

## Introduction

[www.kateschutt.com](http://www.kateschutt.com) believes the protection of personal information is an important priority. We are committed to doing our part to inform our visitors of the privacy issues surrounding online endeavors. The following is [www.kateschutt.com](http://www.kateschutt.com)'s privacy policy.

### 1. Accountability

[www.kateschutt.com](http://www.kateschutt.com) understands it has a responsibility to protect the personal information under its control. Any questions, comments, requests, or complaints regarding our privacy policy, personal information handling procedures, should be directed to 519-856-4307 or [info@kateschutt.com](mailto:info@kateschutt.com). Alternatively, you reach us by mail at [www.kateschutt.com](http://www.kateschutt.com), 17A - 218 Silvercreek Pkwy N, Suite 224, Guelph, ON N1H 8E8.

### 2. Identifying Purposes

#### Contact Forms

[www.kateschutt.com](http://www.kateschutt.com) collects personal information through its web site mailing list form. Information collected from this form is used for such things as informational newsletters, marketing, business development, and customer relationship management. Individuals may choose to unsubscribe from this mailing list from an unsubscribe email link in the actual mailing or by calling or emailing [www.kateschutt.com](http://www.kateschutt.com). Information that is collected is kept in electronic form on our servers and/or in hard copy form under secure access. This information is only disclosed to the owners and employees of [www.kateschutt.com](http://www.kateschutt.com).

#### Cookies

[www.kateschutt.com](http://www.kateschutt.com) does not utilize cookies on [www.kateschutt.com](http://www.kateschutt.com).

#### Log File

Our web servers use log files to analyze trends, administer our site, track users' movements on an aggregate basis, and gather broad demographic information for aggregate use. The log files include things such as Internet Protocol addresses (IP addresses), browser types and versions, Internet service providers (ISPs), referring/exit pages, platform types, date/time stamp, and number

of clicks. We currently use Webalyzer and AW Stats as our primary statistics systems.

#### Notice of Collection

We will inform individuals of the purpose for collecting information before or at the time we collect it. If a new purpose(s) for the information arises after it has been collected, explicit permission to use the information for the new purpose(s) will be obtained from the individuals to whom the information belongs, prior to its use. Any modification to the original purpose(s) will be documented in the Information Log.

#### Third Parties

[www.kateschutt.com](http://www.kateschutt.com) DOES NOT share its information with third parties.

### 3. Consent

[www.kateschutt.com](http://www.kateschutt.com) will obtain consent from an individual to collect, use, and/or disclose their personal information. Consent will be obtained either before or at the time of collection and in cases where a new purpose(s) has been identified after collection, consent will be obtained for the new purpose prior to use. We also recognize that the principle of obtaining consent is dependant on the level of sensitivity of the information and the reasonable expectations of the individual. Given this, [www.kateschutt.com](http://www.kateschutt.com) will take reasonable efforts to consider these things whenever necessary. We will also never use deception to obtain information.

#### Withdrawing Consent

Any time an individual wishes to withdraw consent they can contact [www.kateschutt.com](http://www.kateschutt.com) and the procedures and consequences of withdrawl will be explained. After such discussion and the identity of the individual and/or group has been verified, [www.kateschutt.com](http://www.kateschutt.com) will be more than happy to take the necessary and requested actions required to handle withdrawl of consent.

### 4. Limiting Collection

[www.kateschutt.com](http://www.kateschutt.com) will only collect information for the purposes stated before or at the time of collection of that

information from an individual. We will specify the amount and type of information that is being collected and limit collection to those specifications.

## 5. Limiting Use, Disclosure, and Retention

www.kateschutt.com will only use and disclose personal information for the purposes stated before or at the time of collection of that information. We will specify the amount and type of information that is being collected and limit use and disclosure to those specifications.

### Retention

Personal information collected through our online mailing list form becomes part of a contact list and is kept until the individual unsubscribes themselves.

### Legal Disclaimer

Though we make every effort to preserve user privacy, we may need to disclose personal information when required by law when we have a good-faith belief that such action is necessary to comply with a current judicial proceeding, a court order, or legal process served on www.kateschutt.com.

### Business Transitions

In the event www.kateschutt.com goes through a business transition, such as a merger, being acquired by another entity or selling a portion of its assets, users' information will, in most instances, be part of the assets transferred.

## 6. Accuracy

www.kateschutt.com will make sure information is as accurate, complete, and up-to-date as is necessary for the purpose(s) that it was collected, used, and/or disclosed. We do not routinely update personal information that is submitted through our online contact form. In the event an individual would like to add, edit, or delete their information, members of the [www.kateschutt.com](http://www.kateschutt.com) team would be happy to assist after verifying the individual's identity.

## 7. Safeguards

www.kateschutt.com protects the personal information it collects, uses, and discloses. Physical methods of protection include office alarms and locks on appropriate cabinets. Organizational methods of protection include internal policies and procedures for information use, collection and disclosure. Technical methods of protection include firewire, firewalls, and password access controls. We make our employees aware of these safeguards and take care when disposing of personal information.

## 8. Openness

www.kateschutt.com's primary method of communication in its line of business is by digital means. Therefore its policies and procedures are primarily made available digitally, namely online via the Internet. In the event that digital access requires unreasonable effort on behalf of the individual, www.kateschutt.com would be happy to speak about its policies and procedures to requesting individuals by telephone.

## 9. Individual Access

www.kateschutt.com will give an individual access to their personal information upon request. We must receive a request for access to personal information in writing. If an individual would like their information added to, edited, or deleted after gaining access, the www.kateschutt.com will be happy to comply, if possible. Certain circumstances may require us to refuse to provide a visitor with a copy of their information, but we will provide reasons for our refusal. For example, if you request access to your information and it contains information belonging to another individual who will not grant you permission to view their information, nor can that information be removed, we would be unable to grant you access.

### Complaints Regarding Access

Requests for access to information are recorded in our Information Log. If an individual feels a request for information has not been handled satisfactorily, the individual should notify www.kateschutt.com in writing by email. Dissatisfaction will also be noted in the Information Log and the [www.kateschutt.com](http://www.kateschutt.com) team

members will take reasonable efforts to remedy the complaint, if found justified.

## 11. Links

The [www.kateschutt.com](http://www.kateschutt.com) web site contains links to other sites. Please be aware that [www.kateschutt.com](http://www.kateschutt.com) is not responsible for the privacy practices of these other sites. We recommend site visitors make themselves aware of the policies of these other sites. Our privacy statement only applies to [www.kateschutt.com](http://www.kateschutt.com)

Paypal's privacy policy can be found at:

[http://www.paypal.com/cgi-bin/webscr?cmd=p/gen/ua/policy\\_privacy-outside](http://www.paypal.com/cgi-bin/webscr?cmd=p/gen/ua/policy_privacy-outside)

## 12. Notification of Changes To Our Policies

[www.kateschutt.com](http://www.kateschutt.com) will notify individuals of changes by updating the privacy policy, placing an announcement in footer section of [www.kateschutt.com](http://www.kateschutt.com), and any other method deemed appropriate. As noted in section 2. Identifying Purposes, if the intended purpose for information collection changes, the individual to which the information belongs will be notified via email or other method of communication indicated at the time the information was originally collected prior to its use for the new purpose.