

## Privacy Policy

**Effective Date:** December 27, 2024

Birchwood Business Networking Inc. We are committed to protecting and respecting your privacy. This Privacy Policy outlines how we collect, use, store, and disclose your personal information when you visit and interact with our website, [www.birchwoodbusinessnetworking.ca] ("Website"). Please read this Privacy Policy carefully.

### 1. Information We Collect

We collect the following personal information when you interact with our website:

- **Personal Information:** This includes your first and last name, email address, and phone number, which we collect through forms you complete, such as contact forms or event registration forms.
- **Non-Personal Information:** We may also collect non-identifiable information such as your IP address, browser type, and device information through cookies and tracking technologies.

### 2. How We Collect Information

We collect information in the following ways:

- **Forms:** We collect personal information when you fill out a contact form, subscribe to our newsletter, or register for an event. This may include your first and last name, email address, and phone number.
- **Cookies and Tracking Technologies:** Our Website uses cookies and other tracking technologies (e.g., Google Analytics) to collect non-personal information about your usage of the site, such as browsing preferences, device information, and interactions with the Website.
- **Third-Party Services:** We may use third-party services (e.g., Google Analytics) to help analyze how our website is used, which may involve the collection of data through cookies.

### 3. How We Use Your Information

We use your personal information for the following purposes:

- To communicate with you, including responding to inquiries and providing information you request.
- To send you marketing communications, such as newsletters or promotional emails (you can unsubscribe at any time).
- To process event registrations and provide any necessary updates or customer support.
- To improve our website and services based on user preferences and behavior.
- To comply with legal obligations and protect our rights.

### 4. How We Protect Your Information

We take the security of your personal information seriously. We use reasonable technical, administrative, and physical safeguards to protect your data from unauthorized access,

disclosure, alteration, or destruction. However, please note that no method of data transmission over the internet is 100% secure.

## 5. Sharing Your Information

We do not sell, rent, or trade your personal information. We may share your information in the following circumstances:

- **With Service Providers:** We may share your information with third-party vendors who assist us in operating our website, processing payments, or sending marketing communications (e.g., email service providers, website hosting services).
- **For Legal Compliance:** We may disclose your personal information if required by law, such as to comply with a subpoena, court order, or other legal process.

## 6. Your Rights and Choices

Under Canadian privacy laws (PIPEDA), you have the following rights:

- **Access:** You can request a copy of the personal information we hold about you.
- **Correction:** You can request that we correct any inaccurate or incomplete personal information we have about you.
- **Deletion:** You may request the deletion of your personal information, subject to certain legal exceptions.
- **Opt-Out:** You can unsubscribe from marketing communications at any time by clicking the "unsubscribe" link in our emails or by contacting us directly.

## 7. Third-Party Links

Our website may contain links to third-party websites or services that are not operated by us. We are not responsible for the privacy practices of these external sites. We encourage you to review the privacy policies of these third-party websites before providing any personal information.

## 8. Children's Privacy

Our website is not intended for children under the age of 13. We do not knowingly collect or solicit personal information from children under 13. If we become aware that we have collected personal information from a child under 13, we will take steps to delete that information.

## 9. Changes to This Privacy Policy

We may update this Privacy Policy from time to time. When we make changes, we will post the updated policy on this page and update the effective date. We encourage you to review this Privacy Policy periodically to stay informed about how we protect your information.

## 10. Contact Us

If you have any questions or concerns about this Privacy Policy or our privacy practices, or if you wish to exercise any of your rights under PIPEDA, please contact us at:

**Birchwood Business Networking Inc.**

Email: [info@birchwoodbusinessnetworking.ca](mailto:info@birchwoodbusinessnetworking.ca)

Phone: (519) 857-3949

Address: 425 First St. Unit 1B, London, ON, N5W 5K5, Canada