

PRIVACY POLICY

Effective Date: 2018-12-06

Purpose of Privacy Policy

Optimize Wellness Solutions ("us", "we", "our") is committed to maintaining the accuracy, confidentiality, and security of your Personal Information. This Privacy Policy (the "Policy") governs our actions as they relate to the collection, use and disclosure of your Personal Information when you use the Optimize Wellness Solutions website (the "Site"). This privacy policy has been developed to comply with Canada's Personal Information Protection and Electronic Documents Act ("PIPEDA").

For the purposes of this Policy, "Personal Information" means any information that identifies you as an individual or has the ability to identify you as an individual.

Accountability

We have assigned a Privacy Officer who is responsible for making sure Optimize Wellness Solutions is complying with this Privacy Policy. They are responsible for maintaining this Privacy Policy as well as updating staff on changes to both privacy legislation and business practices. Our Privacy Officer is also assigned to provide client service on matters relating to our collection, use and disclosure of Personal Information.

Purpose of Collecting Personal Information

The purposes for which we collect Personal Information on our Site will be identified before or at the time we collection the information.

While using our Site, we may ask you to provide us with certain Personal Information that can be used contact you regarding your questions, inquiries or concerns. When you submit a contact form on our Site, we collect information such as your first and last name, email address, and phone number. Further, Optimize Wellness Solutions may store your e-mail and e-mail address and a copy of our response for future reference.

Cookies

We may collect information about you based on your use of the Site by using "Cookies" to capture data. A cookie is a small computer file or piece of information that may be stored in your computers hard drive when you visit our Site. The information captured by the use of Cookies does not reveal your personal identify. You may set your browser controls to notify you when a site attempts to place a Cookie on your computer, or to reject Cookies. Rejecting Cookies may affect your ability to use some the features of the Site.

Usage Data

We may also collect information on how the Site is accessed and used ("Usage Data"). This Usage Data may include information such as your computers Internet Protocol address, browser type, browser version, the pages of our Site that you visit, the time and data of your visit, and the time spent on those pages. We collect this type of information for the purposes of monitoring, analyzing and improving our Site.

Consent

You have consented to the collection and use of your Personal Information in accordance with this Policy. We will not collect, use or disclose your Personal Information in a manner or for a purpose not described in this Privacy Policy without your informed consent, unless required to do so by law.

We collect and use Personal Information that you voluntarily provide to us through contact forms on our Site in order to identify and contact you. Your consent is implied through your action.

Your use of our Site signifies your acknowledgement and consent to our Privacy Policy as it applies to Cookies and Usage Data.

Links

Optimize Wellness Solutions is not responsible for the content or the privacy policies of websites to which it may link and our Privacy Policy does not apply to websites to which we may link. Personal Information that you choose to provide to other websites will be subject to the privacy policies of those sites.

Limiting Collection

We limit the collection of Personal Information to that which is necessary for the purpose(s) identified, and to what which is in accordance with his Privacy Policy .We are committed to respecting the privacy of an individual's personal information and will not collect personal information which is not reasonably required.

Limiting Use, Disclosure and Retention

We limit our use and disclosure of personal information to the purpose(s) described at the time the information is collected, except with the consent of the individual to whom the personal information relates in accordance with this Privacy Policy or as required or permitted by law.

We will retain your information for the period necessary to fulfill the purpose outlined in this Privacy Policy unless a longer retention period is required or permitted by law.

Third Parties

We will only disclose your Personal Information to third parties if you have so consented, in accordance with this Privacy Policy, or if required or otherwise permitted by law.

We employ a third party company, Sibername, to host our Site, and we may disclose your Personal Information to them when they are performing service-related tasks.

Accuracy

Your Personal Information will be maintained in as accurate, complete and up-to-date form as is necessary to fulfill the purposes for which it is to be used. Personal information can be changed upon inquiry by email, phone, and on our website.

Safeguards

We take all reasonable precautions to protect your Personal Information from any loss or unauthorized use, access or disclosure.

When you submit sensitive information through our Site, your information is protected both online and offline. Our site is secure, which means that when you send information via our Site

it is encrypted and transmitted in a secure way. We also protect your information offline. We apply security safeguards appropriate to the sensitivity of your Personal Information, such as retaining information in secure facilities, and making Personal Information accessible only to authorized employees on a need-to-know basis.

Openness

We will make information available to you about our policies and procedures with respect to the management of your Personal Information.

Individual Access

Upon request, you will be informed of the existence, use and disclosure of your Personal Information, and will be given access to it. You may verify the accuracy and completeness of your Personal Information, and may request that it be amended, if appropriate. However, in certain circumstances required or permitted by law, we will not disclose certain information to you.

Revisions

This Privacy Policy is subject to change at the discretion of Optimize Wellness Solutions. Any changes to the policy will be immediately communicated through the Site and the "Effective Date" at the top of the privacy policy will be revised. Your continued use of the Site indicates your agreement to the changes and to the use of your information as set out in this Policy. We encourage you to read this Privacy Policy periodically to review the most current version.

Recourse

If you have any questions about this Privacy Policy or feel that we are not abiding by it, please contact us:

Optimize Wellness Solutions
3 Vimy Road, Lindsay, ON K9V 2S2
647-459-7498
dana@optimizewellnesssolutions.ca